

2022

Out-Of-State/In-State Dues Paying Organization Travel Expense Report

Name Employee				Address					PO Number				
ID				City, State, Zip					Home Base				
				•	,, , ,				•				
	POINTS OF TRAVEL		Hour of Depart/	Private	Airfare, Baggage, Airport	Rental Car/Taxi	Lodging		MEALS		Necessary expenses & Registrations		
Date	From City/State	To City/State	Return	Car Miles	Park	Expense	Expense	Breakfast	Lunch	Dinner	Detail	Amount	
TOTAL NUMBER OF MILES TRAVELED I HEREBY CERTIFY that the above expenses are correct and were incurred in connection with									TRANSPORTATION				
									LODGING				
official duties of Athens State University. I further certify that any eligible per diem not claimed is waived, the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip, and I acknowledge that it is understood that any travel reimbursement claims received by the Office of Financial Affairs after two months from the date of travel will be disallowed.				The mileage and subsistence expense indicated in the expense account has been previously authorized and has been checked for compliance.					MEALS				
									MISCELLANEOUS EXPENSE				
								TO	OTAL OF THIS EXPENSE REPORT				
										Attach the followard Purchase C	_		
Signature of Claimant Date			College Dean/Department Head Date				Date	•	Conference Preferred Hotel with				
									Nightly RateDetailed Agenda w/ meals providedDetailed Google Map				
-													
				Financial Affairs Signature				Date	•	Itemized Receipts			