



## Office of Finance

### Travel Expense Report

Return to the Office of Finance within two weeks with original receipts attached.

Name	
Travel Destination	
Purpose of Travel	
Departure Date & Time	
Return Date & Time	

Record all expenses, including Travel Card charges and airfare paid separately.

Airfare	
Rail	
Privately Owned Auto	<input type="text"/> Miles @ 54 cents per mile
Other (itemize)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

#### Expenses Recorded on Daily Expense Worksheet

Taxi, Subway or Bus	
University Owned Auto (gasoline, oil, or other car expenses; <u>do not</u> include mileage)	
Parking and tolls	
Lodging	
Meals	
Travel Card Expenses	
Personal Charges	
Submitted by:	Signature: <input type="text"/>
	Print Name: <input type="text"/>
BU ID / SSN / ITIN	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Date	<input type="text"/>
Approved by:	Signature: <input type="text"/>
	Print Name: <input type="text"/>
	Total
	Deduct Personal Charges
	Total Bucknell Costs
	Deduct Expenses Paid Separately
	Total (charge to FOAPAL)
	Deduct Advance Received
	Due Staff Member
	Due Bucknell (Pay Cashier)

#### FOAPAL to Charge

Fund/Orgn Number	Fund/Orgn Name	Acct	Activity (Optional)	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to the Office of Finance within two weeks with Travel Expense Report.

**Worksheet Total**