

# BENTLEY UNIVERSITY

## Faculty Travel Expense Report

Full Name: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Department: \_\_\_\_\_

Begin: \_\_\_\_\_

Reason \_\_\_\_\_

End: \_\_\_\_\_

for travel: \_\_\_\_\_

Location: \_\_\_\_\_

AY 10-11	Do not fill shaded areas -- These are formulated cells							
EXPENSE DETAIL	MON /	TUE /	WED /	THU /	FRI /	SAT /	SUN /	TOTAL
AIR (record on day 1)								\$ -
AUTO RENTAL (record on day 1)								\$ -
GROUND TRANSPORTATION								\$ -
MILEAGE (@ \$0.50 mile)								\$ -
LODGING								\$ -
FEES (conf. registration, etc.)								\$ -
MEALS Breakfast								\$ -
MEALS Lunch								\$ -
MEALS Dinner								\$ -
Bus&Entertainment Expense**								\$ -
ATM FEES ONLY								\$ -
MISCELLANEOUS								\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								Total Expenses \$ -

SOURCE (S)	Amount	Cost Center	Cost Center Approver Signature	Total Travel Card Charges (including ATM and other advances)
DEPARTMENT:Chair's signature is required if dept funds are used.			Chair's signature:	
DEAN'S FUND FOR INT'L TRAVEL			AAS signature:	AMOUNT DUE TO EMPLOYEE
FAC GRANT			AAS signature:	AMOUNT DUE TO UNIVERSITY
NAMED PROFESSOR			AAS signature:	
OTHER-----			AAS signature:	

Original Receipts for all Expenses over \$25 must be included with this report

\*\*Business meals with colleagues

EMPLOYEE SIGNATURE /DATE: \_\_\_\_\_

FOR ACCOUNTS PAYABLE USE ONLY

Invoice #: \_\_\_\_\_

Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed By: \_\_\_\_\_

## **Instructions for filling out a Travel Expense Report (TER)**

### **PART I**

Gather all receipts from the trip including ATM withdrawal slips. All items over \$25 **must** have a receipt. Fill in the name, department, travel dates, location and reason for travel.

### **PART II**

#### **Expense Details**

**Fill in all that apply:**

Auto Rental can be recorded on the 1st day as well.

Ground transportation is for outside agencies, not use of personal vehicle

Ground transportation should include gas on RENTALS only not on personal vehicles!

Lodging should be the cost of the room plus taxes.

Meals on the Hotel bill should be recorded in the appropriate boxes not listed under lodging.

Fees are for conference registrations, or conference fees associated with the trip.

Meals should be listed by day under the appropriate type, Breakfast, lunch or dinner. Explain who dined, relationship to Bentley and the purpose of the meal on receipt or separately on an attached page.

Mileage is only for use of personal vehicle, never on a rental.

ATM transaction fees are fees incurred while using the Bentley Travel Card only.

There is a row of miscellaneous for any item that does not fit in to the categories above.

Totals by day and by the week are automatically calculated if using this as a spreadsheet.

Total Travel Card Charges including ATM cash advances are all items charged on the Bentley Travel

card as well as money withdrawn from the ATM using the Bentley Travel Card (including the fees).

The completed expense report must be signed by the traveler as well as their Manager/Director/Chair/ Assit Dean/Dean/VP or President, whichever applies.

**NOTE: All items must be listed even if they appear on the travel card.**

FAC Grant or Dean's International Travelers may use their department cards for travel related payments.

Funds will be transferred to the appropriate FUND when the TER has been handed in for reconciliation.

**Travel Authorizations should be on file (in Academic Operations) prior to travel arrangements being made.**

If this spreadsheet is used, it will calculate automatically.

### **PART III**

#### **Source**