

**HOFSTRA UNIVERSITY
TRAVEL EXPENSE REPORT**

1. ACTIVITY _____

2. DATES _____

3. DESTINATION TO/FROM _____

TRAVEL/ MEALS/ HOTEL

4. PERSONAL AUTO USAGE:

_____ MILES* _____ /PER

TOTAL

5. RENTAL CAR

6. GROUND TRANSPORTATION

7. GAS

8. TOLLS

9. OTHER -

10. BREAKFAST

11. LUNCH

12. DINNER

13. HOTEL ROOM + TAXES

14. TELEPHONE CHRGS

15. MISC:

16. TOTAL EXPENSES:

17. LESS AMOUNT ADVANCED TO TRAVELER

18. BALANCE DUE (NAME) _____

**** TRAVEL EXPENSES CHARGED DIRECTLY TO THE UNIVERSITY ****

TOTAL

A. AIR TRAVEL

B. RENTAL CAR

C. GROUND TRANSPORTATION

D. BREAKFAST

E. LUNCH

F. DINNER

G. OTHER -

H. HOTEL ROOM + TAXES

I. TELEPHONE CHRGS

J. TOTALS

I HEREBY CERTIFY THAT THE EXPENSES LISTED ABOVE ARE APPROPRIATE AND UNIVERSITY RELATED.

TRAVELERS NAME/DEPT/EXT (PRINT) _____

SIGNATURE _____

DATE _____

APPROVAL 1 _____

APPROVAL 2 _____

DATE _____

ALL EXPENDITURES MUST BE EVIDENCED BY A RECEIPT WHICH IS TO BE ATTACHED TO THIS FORM.
REFER TO THE UNIVERSITY TRAVEL POLICY FOR RULES AND LIMITATIONS.

DIRECTIONS FOR THE COMPLETION OF THE TRAVEL EXPENSE REPORT

THIS FORM IS TO BE PROPERLY COMPLETED, APPROVED AND FORWARDED TO BUDGET AND ACCOUNTING WITHIN 10 DAYS OF THE TRAVELERS RETURN.

1. **ACTIVITY** – STATE LOCATION OF TRAVEL, PURPOSE AND DATES. IF TRAVEL IS FOR A CONFERENCE OR SEMINAR, INCLUDE OFFICIAL COPIES OF THE CONFERENCE/SEMINAR DATES, COSTS AND ITINERARY.
2. **DATES** – EACH DAY OF THE TRIP IS TO BE SECTIONED OUT. NOTE THERE ARE 5 BOXES REPRESENTING ONE WEEK. IF TRAVEL EXTENDS BEYOND THE FIVE DAYS, PLEASE INCLUDE ANOTHER FORM #14.
3. **DESTINATION TO/FROM** – SPECIFY YOUR DAILY LOCATION – i.e. 1/2/92 – TO MIAMI FROM HOFSTRA.
4. **PERSONAL AUTO USAGE** – MILEAGE ALLOWANCE IS 26 CENTS PER MILE.
5. **RENTAL CAR** – ITEMIZED CAR RENTAL RECEIPT MUST BE SUBMITTED.
6. **GROUND TRANSPORTATION** – DETAILED RECEIPTS MUST BE SUBMITTED FOR TAXIS, TRAINS, ETC.
7. **GAS** – ALL GAS EXPENSES MUST BE SUPPORTED BY RECEIPTS WHICH SHOULD IDENTIFY THE AMOUNT, DATE, AND LOCATION.
8. **TOLLS** – ALL TOLL RECEIPTS MUST BE SUBMITTED TO THE REPORT.
9. **OTHER** – THIS LINE IS TO BE USED FOR ANY TYPE OF TRANSPORTATION OR TRANSPORTATION EXPENSES SUCH AS TRAIN TRAVEL OR PARKING FEES.
- 10/11/12. **MEALS** – ALL MEALS MUST BE SUPPORTED BY RECEIPTS WHICH ARE TO STATE THE RESTAURANT, DATE, AND LOCATION. IF MORE THAN ONE INDIVIDUAL DINED, THE NAMES OF ALL THOSE DINING MUST BE WRITTEN ON THE BACK OF THE RECEIPT ALONG WITH THE PURPOSE OF THE MEAL. ALL MEALS CHARGED TO THE HOTEL SHOULD BE LISTED ON THIS LINE AS WELL.
13. **HOTEL ROOM + TAXES** – ITEMIZED HOTEL BILLS MUST BE SUBMITTED WITH THIS REPORT.
14. **TELEPHONE CHARGES** – ALL CHARGES MADE ON THE HOTEL BILL ARE TO BE BROKEN OUT AND LISTED ON THIS LINE BY DAY.
15. **MISC** – ANY OTHER BUSINESS EXPENSES THAT ARE NOT SPECIFIED ON THIS FORM ARE TO BE INCLUDED HERE. RECEIPTS MUST BE SUBMITTED FOR THESE CHARGES AS WELL.
16. **TOTAL EXPENSES** – EXPENSES ARE TO BE TOTALED ACROSS AND DOWN.
17. **LESS AMOUNT ADVANCED TO TRAVELER** – IF THE TRAVELER RECEIVED AN ADVANCE PRIOR TO OR DURING THE TRIP, THIS AMOUNT IS TO BE DEDUCTED ON THIS LINE. EVIDENCE OF THE ADVANCE MUST ALSO BE SUBMITTED.
18. **BALANCE DUE** – IF EXPENSES EXCEED THE ADVANCE, A REIMBURSEMENT WILL BE MADE TO THE TRAVELER. IF EXPENSES ARE LESS THAN THE ADVANCE, THE TRAVELER MUST REMIT THE DIFFERENCE TO THE UNIVERSITY IN THE FORM OF A PERSONAL CHECK MADE PAYABLE TO HOFSTRA UNIVERSITY.

COMPLETE THE TRAVELERS NAME/DEPT/EXT AND SIGN THE FORM. APPROVAL IS REQUIRED FOR ALL TRAVEL. IF A REIMBURSEMENT IS TO BE MADE TO THE TRAVELER, A PROPERLY COMPLETED AND APPROVED CHECK REQUISITION MUST ACCOMPANY THIS FORM.

TRAVEL EXPENSES CHARGED DIRECTLY TO THE UNIVERSITY

THIS SECTION IS TO BE USED FOR ALL EXPENSES THAT WILL BE BILLED DIRECTLY TO THE UNIVERSITY. THESE CHARGES MUST BE LISTED SEPERATELY AND THE PROPER DETAILED SUPPORT MUST BE ATTACHED.
ALL HOTEL CHARGES MUST BE LISTED INDIVIDUALLY, SUCH AS MEALS, TELEPHONE CALLS, ROOM RATE AND TAXES.
INCLUDE ALL CONFERENCE/REGISTRATION FEES PREVIOUSLY PAID BY THE UNIVERSITY ON LINE G.
ALL OF THESE CHARGES ARE TO BE TOTALED ON LINE J.

FOR COMPLETE TRAVEL RULES, REFER TO THE UNIVERSITY TRAVEL POLICY.

FAILURE TO SUBMIT THE PROPER DOCUMENTATION DETAILED ABOVE WILL RESULT IN REIMBURSEMENT DELAY.