

**EMORY UNIVERSITY
ACCOUNTS PAYABLE OFFICE
TRAVEL EXPENSE REPORT**

Type or print legibly

Name of Traveler: _____ Dept. Name: _____
 ID # _____
 Social Security #: _____ ~~Department:~~ _____
 Campus Address: _____ Destination: _____
 Trip Date: from: ____/____/____ to: ____/____/____
 Purpose of Trip: _____

Is this payment to or on behalf of a non-U.S. citizen or non-permanent resident? YES _____ NO _____
 If YES, you must use Form 4. See the University's Payments Made to Nonresident Aliens Policy and Procedure Manual for more information.

Are you on Direct Deposit for Payroll? YES _____ NO _____

EXPENSE DETAILS

	Receipts Attached		Total Expenses	Less Prepaid Expenses	Net Expenses	CHECK DISPOSITION
	YES	NO				
Airfare	*					_____ Direct Deposit
Auto Rental	*					_____ Pickup B. Jones Bldg., 1 st Floor
Personal Auto						_____ U.S. Mail
Lodging	***					_____ Campus Mail
Meals/Tips	**					Mileage: _____
Taxi/Limo/Bus	**					\$ _____
Telephone	*					Account Number to be Charged
Parking	**					_____ - 6100
Miscellaneous	**					_____ - 6100
Subtotal Travel						_____ - ****
Registration Fee	*					_____ - 6600
Alcoholic Bev.	**					_____ - 6510
Totals						_____ - _____

Less Travel Advance Received: \$< _____ >
 Amount Due Traveler: \$ _____
 Amount Due University: \$ _____

Additional Information: _____

The undersigned traveler understands that, due to IRS requirements, no reimbursement will be made for any single charge over \$50.00 unless a receipt is furnished. Failure to furnish such receipt is certification that no such charge is included in this Travel Report.

Traveler's Signature: _____ Date: _____
 Approved By: _____
 Approver's Signature: _____ Print or Type Name: _____ Date: _____
 Phone Number: _____

Direct all specific inquiries to A/P Travel Desk 727-6090
 * Receipts Required (Except Registration Fees Prepaid by Accounts Payable)
 ** Receipts Required for All Individual Items Over \$50.00
 *** Itemized Hotel/Motel Receipt Required
 **** Foreign Travel (6200)

Accounts Payable Use Only	
Pre-Audit:	Post Audit:
OGCA Review:	
Processed By:	