

EARTH SYSTEM SCIENCE EXPENSE REPORT

Expense Report#: _____

Forward completed form along with other documentation to department administrative staff within **10 days** of last day of travel.

Expenses must be recorded within 60 days to avoid taxation to traveler.

Name: _____
Email: _____
PI: _____
Purpose of Travel: _____

Travel Dates: _____

Check all items included in request:

Agenda or meeting documentation

Mileage Origin and destination: _____

Receipts:

Airfare

Lodging

Other transportation

Meals (provide itemized receipts)

Conference registration

Other: (vehicle rental, abstract submission, field supplies, etc)

Description of Expense	Paid with Dept Travel Card	Paid by Traveler	TOTAL EXPENSE
Airfare *			
Car Rental * (exclude insurance)			
Conference Registration			
Lodging *			
Meals *			
Other transportation *			
<u>Per Diem Lodging #</u>			
<u>Per Diem Meals #</u>			
Miscellaneous (explain)			

If you have international travel transactions for reimbursement, you may include a credit card statement to expedite currency conversion.

Notes / Special Instructions

Please note here if you shared or covered expenses for meals, lodging or other for anyone else:

Less Payments on behalf of Traveler	Due to Traveler or (Due to Stanford)

Meals with Alcohol Provide PTA for unallowable cost **

** must use unrestricted funding

* Must submit original itemized receipts.

Faculty only unless approved by PI.

I certify that the expenses claimed were incurred by me while on official University business on the dates shown, and that I have attached original receipts for each expense. The items and amount of expenses are accurate and no reimbursement of these expenses has been or will be sought or accepted from any other source.

PROJECT	TASK	AWARD	EXPENDITURE	AMOUNT

Traveler's Signature - Required
 Sign & Date

PI Signature - Required
 Sign & Date