

TRAVEL & EXPENSE INVOICE	LAST NAME FIRST NAME M. I.					CWID		CHECK IF APPLIES: STUDENT		TR NUMBER							
	HOME ADDRESS NUMBER STREET APT.					DEPARTMENT		BLDG/ROOM		TEL. EXT.							
	CITY STATE ZIP CODE					REPORT PERIOD BEGINNING		ENDING									
*Explain meetings and related and miscellaneous below. Indicate day incurred, persons involved and business purpose.	DAY AND TYPE OF EXPENSE		SUN	DATE	MON	DATE	TUES	DATE	WED	DATE	THURS	DATE	FRI	DATE	SAT	DATE	TOTALS
EXPLANATION OF ITEMS	Town or City To: From: Daily Mileage (PERSONAL CAR)																
	1	Mileage Allowance															
	2	Tolls and Parking															
	3	Trans. (Air)															
	4	Trans. (Rail, Taxi, Etc.)															
	5	Auto Rental															
	6	Hotel/Motel (Room Only)															
	7	Breakfast (Incl. Tips)															
	8	Lunch (Incl. Tips)															
	9	Dinner (Incl. Tips)															
	10	Registration Fee															
	11	Meetings + Related *															
	12	Miscellaneous *															
DAILY TOTALS																	
RECONCILIATION OF CASH		Account No. (10 digit)	Amount	Voucher No.													
Grand Total of Expenses					Employee	Print: Date:											
						Signature:											
Deduct-Pre Paid Items (enter negative number)					Supervisor	Print: Date:											
						Signature:											
Balance Due Employee					Fiscal Agent	Print: Date:											
						Signature:											
EMPLOYEE CERTIFICATION I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified that the amount as charged has been actually paid by me for traveling expenses; that no part of the account has been paid M.S.U. but the full amount id due. I also CERTIFY that on the date(s) when the above items of expense were incurred the vehicle I was using on M.S.U. business was covered by liability insurance as follows:								The following must be attached: 1. Original Receipts 2. Request for Approval form If travel is of non-scholarly capacity, and TR-1 not previously submitted.(unless traveling to state agency). 4. Mapquest printout to verify mileage 5. US General Svcs Admin (GSA) printout to verify per diem. 6. US General Svcs Admin (GSA) printout to verify lodging if non conference travel.									
Insurance Co.:								Coverage:									