

Central State University
TRAVEL EXPENSE REPORT

P.O. No. _____ Travel Req. No. _____

Employee Name:	Organization:	Organization Fund No:
Date of Travel:	Destination:	
Purpose of Travel:		Amount Authorized:

TRAVEL REIMBURSEMENT INFORMATION

DESCRIPTION	DATE:	Totals	SUN	MON	TUE	WED	THU	FRI	SAT
<i>Lodging daily rate</i>		\$0.00							
<i>Room tax</i>		\$0.00							
<i>Occupancy tax</i>		\$0.00							
<i>Other:</i>		\$0.00							
Total Lodging		\$0.00							
<i>POV Miles driven</i>		0.0							
Total POV (x .36/mile)		\$0.00							
Total Airfare		\$0.00							
Ground Transportation Type									
<i>Daily Rate</i>		\$0.00							
<i>Other Fees</i>		\$0.00							
<i>Other Fees</i>		\$0.00							
<i>Other Fees</i>		\$0.00							
Total Ground Transportation		\$0.00							
Total Meals		\$0.00							
<i>Meals subtotal per day</i>									
<i>Adjustments</i>		\$0.00							
<i>subtotal after adjustment</i>									
Telephone		\$0.00							
Parking		\$0.00							
Toll		\$0.00							
Conference Registration		\$0.00							
Other:		\$0.00							
Daily Subtotals:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses:		\$0.00							
Purchase Orders - Checks Issued prior to travel									
Amount Prepaid by CSU:		\$0.00							
Purchase Orders - Authorized Reimbursements									
Amount authorized:		\$0.00							

Amount Authorized: \$0.00
 Total Expenses: \$0.00
 Prepaid by CSU: \$0.00
 Amount due traveler: \$0.00 Adjust: Amount authorized exceeds expenses by \$0.00

Signature _____ Date _____

Approval _____ Date _____
 (Organization/Area Manager)

ATTACH ALL RECEIPTS

POV mileage must be reported on POV Mileage Report Form for multiple days and/or mileage reimbursement only.

This is a blank template of the travel expense form designed to calculate travel expenses.

1. The gray areas at the top section of the report (employee name, etc.) are form fields that are locked to accept your data. You cannot type outside these form fields. Enter requested data in the gray areas and tab to the next field.
2. The worksheet itself is an embedded Excel spreadsheet and must be navigated as such. The spreadsheet is color coded and is protected to accept data only in certain cells. Click twice on the table to activate the spreadsheet.
 - a. No data can be entered in the orange cells. These cells are locked and will not accept data.
 - b. All blank white cells within the table will accept data. Enter all applicable data in the blank white cells.
 - c. All green cells will accept data. These green fields are your dates, ground transportation type, “other” travel expenses, and PO amounts authorized.
 - d. **Each cell that has a red indicator has an explanation attached to it.** To see the explanation of that cell, position your cursor over the words. A dialogue box should appear giving explanation of that cell. If the dialogue box does not appear, RIGHT click (click the right mouse button) and select “Show Comment.” A dialogue box will appear showing the comment. To hide the comment, right click on the mouse again and select “Hide Comment.” ALWAYS hide the comment before proceeding. The red indicators will not be printed on your report.
3. Be sure to enter the dollar amounts of all PO’s (green cells). The spreadsheet looks for these figures to calculate the amount authorized for travel. Note the separate row designated for “reimbursement” PO’s only.
4. As you know, Excel in its simplest design will only calculate numeric characters. Letters entered into cells will cause that cell not to be calculated and could render an inaccurate expense report.

DO NOT attempt to adjust the size of the spreadsheet. Work within the allotted space as designed.

DO NOT unlock your form fields. Once a form field is unlocked, data is lost when it is relocked.

DO NOT unprotect the spreadsheet (if you discover the password). You risk deleting the formulas used to calculate the data

Travel Expense Tips:

1. Meals are reimbursed a maximum of \$40 per day and must be accompanied with a receipt
2. Meals without a receipt are reimbursed a maximum of \$25 per day.
3. Meals are calculated daily. For example, if you travel for 3 days, you are entitled to \$40 per day, and not \$120 to be used on any day of the trip.
4. Final calculation of what is owed the traveler or the university is the difference of travel expenses prepaid by the university and the actual allowable expenses reported after travel.
5. Reimbursement for phone expenses is conditional and may not be fully reimbursed.

Attached (following) is a sample of a completed expense report. Feel free to email or call if you have questions/problems.

**CENTRAL STATE UNIVERSITY
Travel Expense Report**

Employee Name: John Q. Traveler	Organization: XYZ	Organization Fund No: 1234
Date of Travel: 1 January 2003	Destination: Las Vegas NV	
Purpose of Travel: Gamble till broke		Amount Authorized: \$7,777.77

TRAVEL REIMBURSEMENT INFORMATION

DESCRIPTION	DATE: Totals	01/03/03	01/04/03				01/01/03	01/02/03
		SUN	MON	TUE	WED	THU	FRI	SAT
<i>Lodging daily rate</i>	\$848.00	\$212.00	\$212.00				\$212.00	\$212.00
<i>Room tax</i>	\$168.00	\$42.00	\$42.00				\$42.00	\$42.00
<i>Occupancy tax</i>	\$84.00	\$21.00	\$21.00				\$21.00	\$21.00
<i>Other: Valet parking</i>	\$60.00	\$15.00	\$15.00				\$15.00	\$15.00
Total Lodging	\$1,160.00	\$290.00	\$290.00				\$290.00	\$290.00
<i>POV Miles driven</i>	100.0		50.0				50.0	
Total POV (x .36/mile)	\$36.00		\$18.00				\$18.00	
Total Airfare	\$620.00						\$620.00	
Ground Transportation Type	Sally's Limos car rental company							
<i>Daily Rate</i>	\$352.00	\$88.00	\$88.00				\$88.00	\$88.00
<i>DW Fees</i>	\$92.00	\$23.00	\$23.00				\$23.00	\$23.00
<i>LC Fees</i>	\$48.00	\$12.00	\$12.00				\$12.00	\$12.00
<i>Fuel</i>	\$179.00	\$63.00	\$7.00				\$52.00	\$57.00
Total Ground Transportation	\$671.00	\$186.00	\$130.00				\$175.00	\$180.00
Total Meals	\$160.00	\$0.00	\$75.00				\$26.00	\$25.00
		\$55.00	\$110.00				\$48.00	\$28.00
		\$30.00	\$240.00				\$12.00	\$18.00
<i>Meals subtotal per day</i>		\$85.00	\$425.00				\$86.00	\$71.00
<i>Adjustments</i>	-\$507.00	-\$45.00	-\$385.00				-\$46.00	-\$31.00
<i>subtotal after adjustment</i>		\$40.00	\$40.00				\$40.00	\$40.00
Telephone	\$98.00	\$58.00	\$0.00				\$11.00	\$29.00
Parking	\$0.00							
Toll	\$0.00							
Conference Registration	\$2,000.00						\$2,000.00	
Other: Conference literature	\$4,789.00		\$4,789.00					
Daily Subtotals:		\$574.00	\$5,267.00	\$0.00	\$0.00	\$0.00	\$3,154.00	\$539.00
Total Expenses:	\$9,534.00							
Purchase Orders - Checks Issued prior to travel		P011255	P003255	P011299	P018555	P012247		
Amount Prepaid by CSU:	\$5,500.00	\$2,000.00	\$1,800.00	\$600.00	\$150.00	\$950.00		
Purchase Orders - Authorized Reimbursements		P015587	P0123669					
Amount authorized:	\$2,277.77	\$2,100.00	\$177.77					

Amount Authorized: \$7,777.77
 Total Expenses: \$9,534.00
 Prepaid by CSU: \$5,500.00
 Amount due traveler: \$4,034.00 Adjust: Expenses exceed amount authorized by \$1,756.23

Signature _____ Date _____

Approval _____ Date _____
(Organization/Area Manager)

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