



**Travel Expense Reimbursement Report** v12/09  
**Accounts Payable Department**  
 3201 Arch Street, Suite 400 (215) 895-2840

Please type or print legibly.

<b>Employee name:</b>	<b>Employee ID:</b> <small>(Do not use Social Security Number.)</small>
<b>Home address 1:</b>	<b>Department:</b>
<b>Home address 2:</b>	<b>Telephone:</b>
<b>City:</b>	<b>Destination:</b>
<b>State:</b>	
<b>Zip:</b>	

Reimbursements will be mailed to the employee's home address.

**Business purpose of travel** (Attach copy of the agenda, list participants, explain relationship to University activity or project.):

**Domestic Travel:**      **Foreign Travel:**      \*\*  
 \*\*Convert expenses to US Dollars  
 Consult <http://www.oanda.com>

Description	Acct.	Dates					Total	Less: Prepays	Total Prior to Advance & 3rd Party
Air/Rail									
Tolls / Parking/ Taxi									
Personal Auto Miles									
Mileage Rate (Date Driven)									
Hotel / Lodging									
Meals									
Entertainment									
Auto Rental									
Registration									
Telephone									
Other Business Expenses									
<b>Total Expenses</b>									

**Domestic travel: 3320      Foreign travel: 3330**

Cost Center Title	Fund	Org.	Acct.	Actv.	Amount	Amount
						<b>Total Price Prior to Advance &amp; Third Party</b>
						<b>Less: 3<sup>rd</sup> Party Payment</b>
						<b>Less: Employee Travel Advance</b>
						<b>Cash Advance Date</b>
						<b>Net Due Employee</b>
						<b>Net Due University</b>
<b>Total (Must equal Net Due Employee.)</b>						

Approvals	Name (print)	Signature	Date	Certification
Traveler's Supervisor:				I certify that this report is a true and accurate accounting of expenses incurred in connection with authorized University travel. If funded by a grant or contract, I further certify that the expenses comply with the applicable cost principles and regulations of the sponsoring entity.
Authorized Signer: <small>(Other than supervisor)</small>				
Research Approval: <small>(Required for Grants/Contracts)</small>				
			Employee Signature:	Date: