

# TRAVEL EXPENSE REPORT

FF-002

Bellarmine College of Liberal Arts  
Loyola Marymount University



<http://bellarmine.lmu.edu/forms/travelexpense.pdf>

Important information is listed on the reverse side.

NAME		DEPT	DATE
EMAIL		PHONE	MAIL CODE

PURPOSE OF TRAVEL

	DATE							TOTALS
	CITY							
(1) Air/Train Fees								
(2) Breakfast								
(3) Lunch								
(4) Dinner								
(5) Hotel/Lodging								
(6) Ground Transportation								
(7) Personal Auto Reimbursement								
(8) Parking								
(9) Registration / Fees								
(10) Telephone								
(11) Other - Explanation Required (on back)								
<b>(12) TOTAL EXPENSES</b>								

PAYMENT BY: (circle one) CASH CHECK  
 PICKUP OPTION: (circle one) MAIL HOLD FOR PICKUP  
 MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Less Travel Advance Request#: \_\_\_\_\_ ( )

(13) Net Due to Traveler

**OR**

(13) Net Due to LMU

(NOTE: ATTACH CHECK PAYABLE TO "LMU")

Important information regarding travel expenses and required explanations are listed on the back.

	Budget Account #	Amount
<b>OFFICE</b>		
<b>USE</b>		
<b>ONLY</b>		

RECEIPTS ARE REQUIRED FOR ALL ITEMS EXCEPT TIPS. EXPLANATION REQUIRED FOR ITEM 11 (ON REVERSE SIDE).

I hereby certify that the expenses reported above are, to my knowledge, true and correct and were incurred by me in the performance of University business.

Employee Signature \_\_\_\_\_ DATE \_\_\_\_\_

Dean Approval \_\_\_\_\_ DATE \_\_\_\_\_

AVP Approval \_\_\_\_\_ DATE \_\_\_\_\_

**CONTINUED**

Provide explanations for Items 6, 7, and 11 of Expense Report here.

ITEM#	DATE	AMOUNT	EXPLANATIONS (Required for Item 11)	Initial

**TRAVEL EXPENSE REPORT INFORMATION**

- (A) Original receipts and/or other substantiation must accompany the expense report to obtain reimbursement. Please note that these documentation requirements are for your benefit, to insure the IRS does not attribute taxable income to you personally.
- (B) For personal vehicles used on University business, mileage is reimbursed at the rate of 36.5 cents per business mile. For University provided vehicles, mileage is reimbursed at the rate of 6.0 cents per business mile.
- (C) Meals will be reimbursed at the actual cost up to: \$10.00 breakfast, \$15.00 lunch, \$25.00 dinner  
Trips to metropolitan areas listed on the higher cost list are eligible for a higher daily rate. Please see Travel Policy.
- (D) All totals must be completed.
- (E) The report must be signed by both the employee and the Dean.
- (F) Any report not meeting the above criteria will be returned.

updated May 2000

**FOR OFFICE USE ONLY**

COMMENTS: