



VITERBO UNIVERSITY

Travel Expense Report

Date: _____

Traveler: _____

Viterbo ID: _____

Department: _____

Budget #: _____

Budget Officer Approval X: _____

Business Office Use Only	
Voucher # :	_____
Check # :	_____
Vendor # :	_____
Business	Officer x

Departure Date: _____

Return Date: _____

Location and Purpose of Trip: _____

Enter data in green shaded areas of this form only.

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Date								
Breakfast								-
Lunch								-
Dinner								-
Lodging								-
Miles Driven								-
Auto @ .655/mile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Miscellaneous								
Parking								-
Taxi								-
Airfare								-
Rental Car								-
Fuel for rental car								-
								-
								-
Daily Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-

Note: Attach receipts where required.

Do not request reimbursement for items charged on Viterbo University credit card.

Total Expenses:	\$ -
Less advances:	
Charged to university:	
Sub-total Due to traveler:	
Due to Viterbo:	

Per diem rates

National: <https://www.gsa.gov/travel/plan-book/per-diem-rates?qaredirect=portalcategory>

International: https://aoprals.state.gov/web920/per_diem.asp