



VITERBO  
UNIVERSITY

Travel Expense Report

Date: \_\_\_\_\_  
 Traveler: \_\_\_\_\_  
 Viterbo ID: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Budget #: \_\_\_\_\_  
 Budget Officer: \_\_\_\_\_

Business Office Use Only	
P.O. # :	_____
Check # :	_____
Vendor # :	_____
Business	Officer x

Departure Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_

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 @ .50/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 required for categories above  
 Do not request reimbursement for items charged  
 on Viterbo University, Inc. charge cards

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

This form must be returned to your supervisor and Business office within ten (10 days) of conclusion of travel.

**NOTE: Amounts claimed for meals are the lower of actual or IRS meal allowance for this city.**  
 IRS per diem can be found at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

Meal Allocation is as follows	Breakfast	\$7.00
	Lunch	\$11.00
	Dinner	\$17.00