INSTRUCTIONS FOR COMPLETING THE TRAVEL EXPENSE REPORT

There are several offices, Admissions, Development, Physical Plant who use a unique travel expense form. This form is not intended to replace the specialized forms developed for those offices, but has been developed for general use. Please include all visa charges, advances, prepaid items, and any other expenses associated with the trip on the travel expense form. The travel expense form should be the place where the total cost of the trip is recorded.

The Travel Reimbursement Cycle:

1. A check request is made and the cash advance is taken against the staff person's travel account (associated with his ID number).
2. The trip is taken and expenses may be paid with the cash advance, a credit card, or a staff person's personal cash.
3. A travel expense report is filed within 2 weeks of the return of the staff person. A hard copy of the report may be filled in by hand or a worksheet copy may be completed with Quattro Pro.

Completing the Travel Expense Report

1. Complete the staff name, **ID#**, Date of trip, Purpose of trip and Location.
2. Fill in the beginning and ending date (mm/dd) of the trip.
3. Fill in the individual dates of the trip in the space above the days of the week.
4. Complete the daily expense items. If you are using a hard copy form, total both rows and columns. They should total to the same number. The expenses will automatically total rows and columns in the spreadsheet version.
5. Enter in the miles traveled as miles. The totals will calculate as dollar amounts.
6. Less Prepaids - Put items such as registration fees and other prepaid items in the box titled "Itemized Prepaids". That total should automatically appear in the "Less Prepaids" box at the bottom of the "Trip Totals" column. An example of a "Prepaid" item would be a registration fee.
7. Less Visa - This section is for use of the OBU corporate VISA only. These Visa items should be listed in the box on the middle left part of the form titled "Itemized Visa Charges". That Visa total should automatically appear in the "Less Visa" box at the bottom of the "Trip Totals" column. Personal credit card charges should not appear in this box but should be listed in the top section with the other expenses.
8. **Less Trip Advance** - The advance taken with a check request should always appear in this box. Otherwise it may not be taken off your personal travel account. Even if you had put a department travel account on your check request, the advance was probably put on the staff travel account when it was recorded in the Business Office.
9. Expenses paid with the staff person's own funds should be put in the "Expenses paid by employee" box.

10. The worksheet should calculate the last box labeled “Due Employee (or OBU)”. Please check this to be sure that the amount is correct.
1. Any additional explanations that need to be made can be entered in the “Description of Unusual Expenses” box.
11. Faculty Development and Department heads should complete the approved amount, account number and put their initials for approval in the horizontal box in the section near the bottom of the form. The expense forms must be approved by the respective departmental budget managers (ie. Department Head and/or Faculty Development) before they arrive at the Business Office.
12. The very bottom box of the form is for Business Office use.
13. Attach all receipts to the expense form.
14. If the trip encompassed more than one week, a second form may need to be completed.

International Travel

1. Complete in US dollars.
2. Include exchange rate receipts so the conversion into US dollars can be verified.
3. Write the US dollar amount on each receipt.