



OHIO

UNIVERSITY

Housing and Residence Life

TRAVEL EXPENSE RECORD

This form needs to be completed for each individual traveling, even if it is for the same trip, conference, and/or training. Include all receipts and documentation that correspond with this travel when submitting the report.

TRAVELER DETAILS

Employee Name

Purchasing Card

Travel Reason

Travelers on Trip

TRAVEL DETAILS

If there are additional travel stops, and not enough fields, please add details to note section on page 2.

Departure City:

Departure Date:

Departure Time:

Arrival City:

Arrival Date:

Arrival Time:

Departure City:

Departure Date:

Departure Time:

Arrival City:

Arrival Date:

Arrival Time:

Departure City:

Departure Date:

Departure Time:

Arrival City:

Arrival Date:

Arrival Time:

Departure City:

Departure Date:

Departure Time:

Arrival City:

Arrival Date:

Arrival Time:

ACCOMMODATIONS

Check box if no overnight accommodations were made:

Was the room shared with any other OHIO employee?:

If so, who?:

Whose name is the hotel charged under (and who will be providing hotel receipt)?:

Hotel 1 Name:

Dates Of Hotel 1 Stay:

Hotel 1 Location (City/State):

Hotel 2 Name:

Dates Of Hotel 2 Stay:

Hotel 2 Location (City/State):

MEALS

To determine what per diem amount is reimburseable, all provided meals must be noted. Provide an itinerary with this expense report that indicates which meals were provided (if any). Check all the meals that were provided.

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

Date:

BREAKFAST

LUNCH

DINNER

TRANSPORTATION

All trips where a personal vehicle was used, a copy of directions need to be provided with the travel report. Google Maps is recommend, but any directions submitted need to include the used route and the total mileage for the trip(s). Make sure you include directions to and from the destination.

CHECK ALL TRANSPORTATION METHODS USED IN THIS TRAVEL

Flight

Ride Share Service (Taxi, Uber, Lyft, etc.)

Personal Vehicle

State Vehicle

Gas Purchased?*

Parking Receipts?

Ride Share Receipts?

*For State Vehicle Only

Method Used for Gas?

Method Used for Parking?

Method Used for Ride Share?

How Many Gas Receipts?

How Many Parking Receipts?

How Many Ride Share Receipts?

Notes About Transportation:

ADDITIONAL NOTES