



Travel and Business Expense Report

Were travel tickets purchased from a University Certified Travel Agency? Attach receipts	Amount of ticket(s)	Account #	00-00000-0000-000000-000000-00000
Note corresponding line numbers (below) on original receipts		Current Per Diem rates listed at www.pts.pitt.edu/Travel/perdiems.htm	
Use correct Internal Revenue Service Mileage rate	Mileage Rate:	Current mileage rates listed at www.pts.pitt.edu/Travel/mileage.htm	

NUM	DATE	DESTINATION/EXPLANATION (Include City, State and Country)	TRANSPORTATION				MEALS		LODGING, TELEPHONE, INTERNET, FAX	OTHER (Explain Below)	TOTAL
			AIR, RAIL OR BUS	TAXI, CAR RENTAL, PARKING	PERSONAL CAR MILES	DOLLAR	DURING TRAVEL	BUSINESS (Explain Below)			
1						\$ -				\$ -	
2						\$ -				\$ -	
3						\$ -				\$ -	
4						\$ -				\$ -	
5						\$ -				\$ -	
6						\$ -				\$ -	
7						\$ -				\$ -	
8						\$ -				\$ -	
9						\$ -				\$ -	
10						\$ -				\$ -	
11						\$ -				\$ -	
12						\$ -				\$ -	
13						\$ -				\$ -	
14						\$ -				\$ -	
15						\$ -				\$ -	
16						\$ -				\$ -	
Total			\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	

BUSINESS MEALS/OTHER EXPENSE EXPLANATION				
Date	Explanation	Amount	Location	Names of Persons in Attendance and Organization Affiliations

Note - If additional space is needed, attach a separate sheet

I. Form must be completed with appropriate signatures and documents attached to be processed.

II. Restricted Accounts - Expenses incurred on grants, special projects, or chargeable to restricted funds must comply with the applicable terms of the grant, contract, etc. In the case of Government supported projects, consult the Special Reimbursement instructions of the Award.

III. Form Requirements

<p>A. Personal car mileage reimbursement is based on the Internal Revenue Service standard mileage rate and travel is calculated from the payee's place of business to the destination and return.</p> <p>B. Air Travel requires the original receipt or the customer copy of the ticket to be attached.</p> <p>C. Other Expenses and Business Meals must be properly itemized and explained.</p> <p>D. Refer to policy 05-07-01 on unallocable expenses.</p>	<p>E. Non-reimbursable expenses are listed in Policy 05-07-01 and include travel or car rental insurance charges, fines for traffic violations, hotel movie rental or any other personal entertainment expenses.</p> <p>F. Incomplete forms will be returned to the contact person listed on form.</p>
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