

## **Travel and Business Expense Report**

	Please Review Before Sending  Date Prepared Prepared	ug-14
First Name, MI	Please Review Before Sending  Date Prepared is the date this form was completed.	
	Submit typed forms only. Forms are available for download at www.bc.pitt.edu	
Soc. Sec. #	Complete all non-shaded areas.	
Boot Sec. II	Account numbers must be current, active, and complete.	
Delivery Address: Room #, Building, or Home Address:	For multiple account numbers, distribute total expense as necessary.	
2011 (C) Flatters 110 mm, 2 millioning, of Flatters	Expense distribution total must equal total from 2nd page.	
	For advances, record Advance Date and amount on "Less Advance Amount."	
	Staple original receipts or exception memo to back (no paper clips)-note correspondi	ng line number on
	receipt	
City State Zip	Receipts are not required for Per Diem or mileage.	
	Payee and Supervisor must sign	
Payee E-mail Phone	Questions? www.bc.pitt.edu	
Number	Mail to Payment Processing 3000 CL	
Type of Travel (X) Explanation of Business Expense		
Local Date(s) & reason format i.e., 15-JUL-03 to 18-JUL-03 American Cance Society Conference	rayce is: (I at X iii Employee Student	Other
In-State	correct choice)	
US-Out Of State	Contact For Payee Preparer Authorizer How to Phone	E-mail
Foreign	Problems?(X) contact? (X)	
EXPENSE DISTRIBUTION BY ACCOUNT NUMBER (Detail expenses below or on Page 2)	I attest that expenses listed here are valid and conform to the provisions established in the	
Entity Department Subcode Purpose Project Reference Total Expense	Travel and Business Expense Policy and expenses have not been paid through a Business	
	Travel Request, Disbursement Request, Travel Advance or outside organization.	
	Payee Signature	Date Signed
	Tayee orginature	<u> Date Digited</u>
	<del> </del>	
	<del>-</del>	
	Preparer Name Phone E-mail	
	Tronc Dinan	
TOTALS \$ -	<b>⊣</b>	
Advance Date: Less Advance Amount	Authorizing Name And Title Phone E-mail	
Amount Due Payee \$ -		
Amount Due University - Remit Univ. of Pittsburgh \$ -	<b>-  </b>	
	Authorizing Signature	Date Signed
Answer The Following Questions (X): Yes No		
Has payee ever received a T&B payment before?	<b>-1</b> 1	
If yes, is address the same as previous payment?	<b>-  </b>	
Is this for a moving expense?	For Payment Processing use only	
Is there an outstanding advance?	Auditor's Signature	
Is the outstanding advance for this T&B?	Date of Audit	
C	Form Date 8/11/2014	NO

Form 0060



## **Travel and Business Expense Report**

Were travel tickets purchased from a University Certified Travel Agency? Attach receipts  Amount of ti						of ticket(s	)		Account # 00-00000-0000-00000-00000-0000				)-00000
Note corresponding line numbers (below) on original receipts						Current Per Diem rates listed at www.pts.pitt.edu/Travel/perdiems.htm							
Use co	orrect Internal R	evenue Service Mileage rate Mileage Rate	:				Current mileas	ge rates listed at	www.pts.pitt.ed	u/Travel/mileag	ge.htm		
NUM	DATE	DESTINATION/EXPLANATION		TRANSPORTATION				MEALS		LODGING,	OTHER		
		(Include City, State and Country)	AIR, RAIL	TAXI, O		PERSONAL CAR		DURING	BUSINESS	TELEPHONE, INTERNET,	(Explain Below)	TOTAL	
			OR BUS	RENT PARK		MILES	DOLLAR	TRAVEL	(Explain Below)	FAX			
1							\$ -					\$	-
2							\$ -					\$	-
3							\$ -					\$	
4							\$ -					\$	-
5							\$ -					\$	
6							\$ -					\$	_
7							\$ -					\$	-
8							\$ -					\$	
10							\$ - \$ -					\$ \$	
11							\$ - \$ -					\$	
12							\$ -					\$	<u> </u>
13							\$ -					\$	<u> </u>
14							\$ -					\$	
15							\$ -					\$	
16							\$ -					\$	-
Total			\$ -	\$	-	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
BUSI	INESS MEA	LS/OTHER EXPENSE EXPLANATION	N										
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

- 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.
- B. Air Travel requires the original receipt or the customer copy of the ticket to be attached.
- C. Other Expenses and Business Meals must be properly itemized and explained.
- D. Refer to policy 05-07-01 on unallocable expenses.

- 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.
- F. Incomplete forms will be returned to the contact person listed on form.