



Domestic Travel Expense Report

Travel Expense Report of _____ Date _____

Purpose of Travel _____

Table with columns for Date, City, Airfare, Train/Bus Fare, Auto Rental, Auto Mileage, Local Transportation, Tolls and Parking, Hotel Lodging, Meals (Breakfast, Lunch, Dinner), Entertainment, Meeting Registration Fees, Tips, Telephone/Fax/Internet, Other, PSC - Domestic Travel, PSC - Meeting Reg Fees, and Totals.

Total Trip Expenses _____
Travel Advance Received from the Business Office _____
Balance Due Colleges (Advance in Excess of Expenses) _____
Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyReference
(1) _____
(2) _____
(3) _____
(4) _____

Signed _____ Approved _____
(Employee) (Date) (Department Head) (Date)

HOBART AND WILLIAM SMITH COLLEGES
Travel Expense Reimbursement Form Detail & Explanation Page

Employee Name: _____

Date Submitted: _____

Date	Expenditure Type	Amount	Vendor	City	Country	Attendee(s)	Additional Notes

HOBART AND WILLIAM SMITH COLLEGES
TRAVEL EXPENSE REPORT CHECKLIST

When submitting travel expense report, please ensure the following are met:

<input type="checkbox"/> Provide your name and date of the report
<input type="checkbox"/> Describe the purpose of travel
<input type="checkbox"/> Submit reimbursement requests within 14 days of your return
<input type="checkbox"/> If requesting a reimbursement for mileage charges, check with the Business Office for the current mileage reimbursement rate.
<input type="checkbox"/> Attach original receipts to support expenses.
<input type="checkbox"/> Complete the accounting information in its entirety.
<input type="checkbox"/> If you incurred expenses in a foreign currency, convert to US dollars.
<input type="checkbox"/> Use Page 2 of this form to provide additional detail on any expenses and to document attendees for meals and entertainment charges.
<input type="checkbox"/> Refer to the HWS Travel Expense Reimbursement Guidelines for specific guidance on reimbursement of various expenses.
<input type="checkbox"/> Contact the Business Office with any questions you may have