



HOBART AND WILLIAM SMITH  
COLLEGES

**Foreign Travel Expense Report**

Travel Expense Report of \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Date:								Totals	
City									
Airfare									53841
Train/Bus Fare									53846
Auto Rental									53842
Auto Mileage @ \$0.58									53843
Local Transportation (Taxi, Bus, Subway)									53844
Tolls and Parking									53845
Hotel Lodging									53847
Meals: Breakfast									53848
Lunch									53848
Dinner									53848
Entertainment (Name and Affiliation see page 2)									53848
Meeting Registration Fees									53849
Tips not included above									53850
Telephone, Fax or Internet									53850
Other (explain see page 2)									53850
PSC - Travel									54403
PSC - Conf Reg Fees									54409
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 <b>original</b> 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