

SPLS Expense Report For: ☐ Employee/Student Employee ☐ Student ☐ Other

Name: _____ Payee ID: _____

UA Business Purpose (Benefit to the UA): _____

Account(s) to Charge with subacct/proj code: _____

Reimbursement Involves Travel

Departure Date: _____ Return Date: _____ Date(s) of Event: _____

Dates of Personal Travel (if applicable) _____

Intl Travel

Travel Auth # T _____ Registry # _____ Duty Post: _____

Meal Per Diem - Reimbursement requires commercial lodging, please clarify lodging situation if lodging paid for by another source. (Ex Pcard, University Q)

Indicate what days and meals requesting reimbursement for (Ex 07/07/23 BLD, 07/08/23 L, 07/09,23 ALL) :

Required Information & Attachments Reminders

Event Documentation- Required for any expenses incurred while attending or presenting an event/meeting/training

Receipts- Itemized, provide proof of payment, in payees name, tips 20% maximum

Lodging- Paid Receipt, Designated Lodging back up, clarification if over max lodging per diem amount

Airfare- Paid receipt, clarification for any extra charges for upgrades, flight comparison if not direct route

Mileage- Submit odometer readings or map print out with mileage

Business Meeting Food Receipts- List of attendees (with their affiliation with the UA, and agenda or meeting documentation

Reimbursement Requested for the following:		\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for
\$	for	\$	for

Total of Items Listed above: \$ _____ Business Office Reimbursement Total: \$ _____