This form MUST ALWAYS be properly completed and submitted with original receipts.

Sample data appears in green.
Information/instructions appear in red.

Indicate correct info for both 1 and 2

NOTES:

- The University does not reimburse for alcohol.
- All receipts must be ITEMIZED. The charge slip showing just a total is not acceptable.
- On the back of each meal receipt write the name of each person the receipt covers.

UNIVERSITY OF NOTRE DAME

Travel and Expense Report

1) [X] U.S. Citizen/Permanent Resident; [ ] ND Faculty & Staff; [X] ND Student; [ ] Other Resident Alien/Non-Resident Alien
If checked "Other" and "Non-Resident Alien", list country & Visa Type:
(Must check one if payment is to an individual)

NAME (Please Print or Type): Betty Boop
Net ID (ex, jbrown1): bboop3
DEPARTMENT: Political Science
PHONE #: (574) 631-9017
ACCOUNTING ONLY: ND ID Vendor I.D.#; Address Code; Address Seq; 1099 Code; Tax ID#

Each day must be on a separate line.

1 day per line Date	Departure City From	Arrival City To	Airplane Tickets	1 night per line Lodging	Conference Fees	Car Rental or Mileage for Car	Tolls, Taxi, Parking, etc.	Bfast (on supporting documentation.)	Lunch	Dinner	Per Diem	Other	Total by Date
Domestic Account Codes			77010	77050	77020	77030			77060		77070		
Foreign Account Codes			77510	77550	77520	77530			77560		77570		
9/12/08	South Bend	Atlanta	486.20	204.75	75.00		16.50		9.20	18.45			$ 810.10
9/13/08				204.75				6.75	10.52	22.15			$ 244.17
9/14/08				204.75				7.28	11.45	19.65			$ 243.13
9/15/08				204.75				5.75	9.40	23.90			$ 243.80
9/16/08	Atlanta	South Bend					17.15	7.70	12.15				$ 37.00
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
Total Expense			$ 486.20	$ 819.00	$ 75.00	$ -	$ 33.65	$ 27.48	$ 52.72	$ 84.15	$ -	$ -	$ 1578.20

Be sure to itemize expenditures for each day on a separate line as indicated in this sample. Do NOT combine meals, hotel or other expenses.

Data in black is either calculated automatically.

Payments to ND employees or students will be direct deposited with the exception of those not set up for direct deposit. For all others, please select one of the following check delivery options:

- [ ] Send Check US Mail. Address:
- [ ] Send Check Campus Mail. Campus address:
- [ ] Hold Check for pick-up. Call name/phone:

Reimbursements are always direct deposited unless indicated otherwise in this section.

Payments to payees outside the U.S. can be made in either U.S. $ or local currency. These payments should be made via electronic bank transfer. Contact Norma Rhoades 631-8274 for additional information regarding electronic payment options.

LESS: Travel charged directly to a budget unit thru ND Travel Bureau	-
LESS: Travel Advance TR#	486.20
LESS: Prepaid Conference Fees, Hotel, etc.	500.00
AMOUNT DUE EMPLOYEE/ (DUE UNIVERSITY)	$ 592.00

FOAPAL CODES
*required fields for data entry
(#) identifies length of number

TRAVEL/EXPENSE DETAILS (Must document business purpose - attach additional sheet if necessary)
*A well documented business purpose will answer "who, what, where, when and why" of each expense.

	*Fund (6)	*Organization (5)	*Account (5)	*Program (2)	Activity (5)	Location (4)	Total:
Attended Northern Political Science Scholars Association 38th Annual Conference; Atlanta. GA; 9/12-9/16/2008	100000	30135		10			392.00
Presented paper: "Forming an Alliance for the Future"	340294	30135		10			200.00

Write an explanation of where you went, what the event was, and details to your participation in it.

FOAPAL Codes

ORIGINAL RECEIPTS ARE REQUIRED FOR ANY EXPENDITURE OF $ 25.00 OR MORE (MEALS ARE THE EXCEPTION TO THIS RULE AS ALL MEAL RECEIPTS ARE REQUIRED, REGARDLESS OF THE DOLLAR AMOUNT)

TOTAL $ 592.00

TRAVELER/EMPLOYEE SIGNATURE	DATE	DEPARTMENTAL APPROVAL NAME (Please Print or Type)	DEPARTMENTAL APPROVAL SIGNATURE	DATE	Accounting Only: Compliance/Date	1st review/Date

Renovare Version 10.4.21

Click here for forms updates: http://cfweb-prod.nd.edu/controller/search.cfm

Be sure to sign and date the form.

This form with departmental info included, can be found at http://politicalscience.nd.edu/graduate/current/documents/travel_expense.pdf