



## AS REPORT OF TRAVEL EXPENDITURES

### Instructions

The following fields will be found on the AS Report of Travel Expenditures:

- 1. DESTINATION:** Enter the name of the cities, towns or locations where the expenses were incurred. Abbreviations may be used.
- 2. PURPOSE OF TRIP:** Enter the name of the conference, seminar, meeting, etc.
- 3. DEPARTMENT:** This will typically be Administration.
- 4. DATE:** Enter the date the expense occurred. Please make sure it's in chronological order.
- 5. LOCATION:** Use only for Mileage Reimbursement. Enter to and from.
- 6. AIRFARE/TRAIN:** Enter the total amount of airfare and/or train cost. The lowest round-trip or special rate ticket should be purchased. Please purchase round-trip tickets when appropriate.
- 7. PRIVATE CAR USE:** Enter the number of miles traveled from departure location to destination, traveling the shortest distance whenever possible. Print out a map and directions that includes the mileage count and attach to the travel worksheet. Mileage Reimbursement will automatically calculate on the travel worksheet based on the current mileage reimbursement rate.
- 8. CAR RENTAL:** Enter the total cost of the car rental expenses on the line, including gas if purchased.
- 9. PARKING, TAXI AND SHUTTLE:** Enter the total cost of the streetcar, ferry, local rapid transit, taxi, shuttle, hotel-bus fares, bridges, toll roads and parking charges. A receipt **MUST** be provided. If you did not receive or lost a receipt, fill in the "No Receipt or Lost Receipt" section on the travel worksheet.
- 10. HOTEL:** Enter the total cost of lodging per night – including taxes and fees. The current maximum nightly room rate is \$175.00. Please see the General Manager if a higher room rate will be necessary to your travel.
- 11. MEALS:** Please refer to the current [Travel Policy](#) in the AS Budget Language for current meal allowances. Itemized receipts **MUST** be provided. Please list names if more than one person's meals are on one receipt in the "Special Instructions/Notes" section. Alcohol is not a reimbursable expense and cannot be purchased with an AS corporate card.
- 12. INCIDENTALS:** Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, after the first 24 hours of travel. Incidentals do **not** include tips to meal servers. Enter the total cost of incidentals, not to exceed the maximum allowance. Please refer to the [Travel Policy](#) in the AS Budget Language for the current incidental allowance.
- 13. BUSINESS EXPENSES:** Enter business expenses such as books or materials purchased and internet charges.
- 14. TOTAL EXPENSES:** Daily expenses will automatically calculate to provide a total for travel expenses.
- 15. AS CORP CARD and PERSONAL CHECK, CARD, and CASH:** Please separate total daily expenses by AS corporate card charges and your own card, check or cash, as appropriate. **Please enter the total amount you put on your AS corporate card for that day in the left column and the total amount you paid with your own cash or card in the right column.**
- 16. NO RECEIPT/LOST RECEIPT:** Enter the information that would have been found on the receipt, such as: the date, location, amount, and items purchased. Please state whether or not alcohol was purchased. If more than one receipt is missing or lost, please fill out a [Certificate of Expenditures](#) form.
- 17. SPECIAL INSTRUCTIONS/NOTES:** All special instructions and notes should be entered in this section.
- 18. TRAVELER'S SIGNATURE:** Signature is required.

**FOR REIMBURSEMENT:** Please file an [Expenditure Request](#) for reimbursement separately from an [Expenditure Request](#) for AS corporate card charges. Calculate the amount due for reimbursement taking into account AS corporate card charges and your own expenses. Attach the Report of Travel Expenditures to each set of paperwork.

***NOTE: Failure to provide the proper documentation and completed information will delay travel reimbursement.***