

Address

GRAND TOTAL:

Updated 8/1/2019

STUDENT EXPENSE REPORT

Complete all parts of this form that are applicable to the expenses you are submitting. If claiming reimbursement, enter actual amounts paid, not to exceed limits listed on reverse.

Student Name

Reason for travel

Star ID#

IN-STATE										
OUT-										
STATE										_
Date	Time	Daily Description/		Meals		Total all Meals	Mileage	Parking	Lodging	Total
			В	L	D					
TOTALS:										
Cost	Center: _		_					Subtota	nl:	-
						Othe	r Expenses:			
						Dat	e Expense Type	Comm	nents	Total
Student Signa	iture	Ε	ate							
Student Signature D			Pate							



EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE

REIMBURSEMENT ALLOWANCE

State-owned vehicle not available	.58 cents per mile					
State-owned vehicle denied	.51 cents per mile					
Tolls and parking fees	actual cost					
Commercial Transportation (air, taxi,						
rental car, etc.) plus reasonable	actual cost					
gratuities						
Specially equipped personal van -						
provides wheelchair access	.66.5 cents per mile					
Motorcycle	no reimbursement applicable					
Personal aircraft	.57.5 cents per mile					
Overnight lodging	actual reasonable cost					
Laundry and/or dry-cleaning after	actual cost; not to exceed \$16 per week					
1 week in travel status						
Work-related long distance calls	actual cost					
Personal telephone calls	actual cost up to maximum number of nights					
	away X \$3.00					
Special expenses (e.g. conference						
fees, banquet tickets)	actual cost with prior approval					
Meals plus reasonable gratuities						
>breakfast (in travel status overnight	actual cost up to maximums					
or leave home before 6 am)						
>lunch (in travel status and more than	breakfast - \$ 9.00	\$11.00*				
35 miles from work station)	lunch - \$11.00	\$13.00*				
>dinner (in travel status overnight or return home after 7 pm)	dinner - \$16.00	\$20.00*				

Breakfast (must leave home before 6:00 AM or have an overnight stay)

Lunch (may be claimed if you are more than 35 miles from permanent work station and/or an overnight stay) Dinner (must return home after 7:00 PM or away from home overnight)

Cost of meal includes tax and a reasonable gratuity

^{*} If traveling to out of state metro areas if applicable.