



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.

Star ID#		Reason for travel	Student Name	Address
IN-STATE				
OUT-STATE				

Date	Time	Daily Description/ Comments	Meals			Total all Meals	Mileage	Parking	Lodging	Total
			B	L	D					
TOTALS:										

Subtotal: _____

Cost Center: _____

Student Signature Date

Advisor Signature Date

Cost Center Supervisor Signature Date

Other Expenses:			
Date	Expenses Type	Comments	Total

GRAND TOTAL: \$



EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE						
State-owned vehicle not available	.575 cents per mile						
State-owned vehicle denied	.505 cents per mile						
Tolls and parking fees	actual cost						
Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost						
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 1 week in travel status	actual cost; not to exceed \$16 per week						
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 or leave home before 6 am) >lunch (in travel status and more than 35 miles from work station) >dinner (in travel status overnight or return home after 7 pm)	<p>actual cost up to maximums</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">breakfast - \$ 9.00</td> <td style="width: 50%; text-align: right;">\$11.00*</td> </tr> <tr> <td>lunch - \$11.00</td> <td style="text-align: right;">\$13.00*</td> </tr> <tr> <td>dinner - \$16.00</td> <td style="text-align: right;">\$20.00*</td> </tr> </table>	breakfast - \$ 9.00	\$11.00*	lunch - \$11.00	\$13.00*	dinner - \$16.00	\$20.00*
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lunch - \$11.00	\$13.00*						
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.