

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

[illegible]

Subtotal: \_\_\_\_\_

Cost Center (s): \_\_\_\_\_

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Student Signature	Date
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Advisor/Supervisor Signature	Date
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Cost Center Manager Signature	Date
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Other Expenses:			
Date	Expenses Type	Comments	Total

GRAND TOTAL: \$

## EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
State-owned vehicle not available	.70 cents per mile
State-owned vehicle denied	.63 cents per mile
Tolls and parking fees	actual cost
Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost
Motorcycle	no reimbursement applicable
Overnight lodging	actual reasonable cost
Work-related long distance calls	actual cost
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)	actual cost up to maximums
>lunch (in travel status and more than 35 miles from work station)	breakfast - \$ 11.00                      \$12.00*
>dinner (in travel status overnight or return home after 7 pm)	lunch -     \$13.00                      \$15.00*
	dinner -     \$19.00                      \$23.00*

Milage reimbursement is for direct route from either home or campus to destination, whichever is closer.

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 workstation and/or an overnight stay)

Dinner (may be claimed if you are more than 35 miles from permanent workstation and/or an overnight stay)

Cost of meal includes tax and a reasonable gratuity

\* If traveling to out of state metro areas if applicable.