

Civil Engineering Expense Report

Date: _____

Travelers Name: _____

Blanket Travel Yes No If yes, please provide purpose of the trip _____

Departure City: City: _____ Departure Date: Date: ____/____/____

Arrival City #1: City: _____ Arrival Date #1: Date: ____/____/____

Arrival City #2: City: _____ Arrival Date #2: Date: ____/____/____

Return City: City: _____ Return Date: Date: ____/____/____

Per Diem: Yes (all days) No Days ____ Daily amount (less than state or federal rate) \$ ____

Meals Provided: Breakfast: _____ Dates: _____
 Lunch: _____ Dates: _____
 Dinner: _____ Dates: _____

Account 1: _____ % Account 2: _____ %

Account 3: _____ % Account 4: _____ %

Receipts are required for expenses \$75 or greater. Please give or e-mail your itemized receipts to your area secretary.

Used Travel Card for Meals (# of charges ____)	Used Personal Card	Used Personal Card & Travel Card
Hotel (always required) \$ _____		Airfare (always required) \$ _____
Car Rental \$ _____		Registration Expense \$ _____
Mileage to Airport: Indy O'Hare Midway Other _____		
Taxi/Shuttle/Subway: To: _____ From: _____		\$ _____
Taxi/Shuttle/Subway: To: _____ From: _____		\$ _____
Parking \$ _____		Other _____ \$ _____
Baggage \$ _____		Other _____ \$ _____
Other _____ \$ _____		Other _____ \$ _____

Please remember to provide a variance statement if the dollar amount of the expense report is 20% greater than the travel request.

Comments/Additional Information: