

EMPLOYEE EXPENSE WORKSHEET

Attach completed worksheet and required documentation to the Employee Payment, PDF.

Routing Instructions:
 Attach to Employee Payment PDF and submit to Disbursement Services, Imaging or Dul. Bus. Office.

U. Wide Form:
 UM 1612
 Rev 09/14/05

Employee Payment Number	
Encumbered Travel Authorization Number	
Travel Destination(s)/Purchase Location(s) Chicago, IL	
Travel/Purchase Date(s):	From: 09/15/07 To: 09/19/07
Travel Times (AM/PM):	Depart: 9:00 AM Return: 5:00 PM
Frequent Flyer Miles Earned	Foreign Conversion Rate
Frequent Flyer Miles Used	

Employee ID # 1234567
Name Theresa Travel
Address 145 Cornflower Drive
City/State/Zip Minneapolis, MN 55455

Detailed Expense Justification (Who, What, Where, Why and When):
 Cost of airfare, lodging, per diem, and ground transport for Theresa Travel to attend the 14th annual Art History Conference in Chicago, IL. Conference dates were September 15-19, 2007. Theresa presented a paper entitled "Art History in the 21st Century".

Date MM/DD/YY	Detailed Description Use as many lines as necessary.	Transportation					Lodging	Meals			Hospitality/ Group Meals	Misc.	Totals
		Miles	Rate	Mileage \$ Amount	Airfare	Other Expense		Breakfast	Lunch	Dinner			
09/15/07	Round Trip Airfare from MSP to Chicago		0.485	0.000	260.00								\$260.00
09/21/07	4 Nights (room rate plus taxes) at the Chicago Radisson		0.485	0.000			600.00						\$600.00
09/21/07	Per Diem (5 days at \$64 per day)		0.485	0.000								320.00	\$320.00
09/21/07	Ground Transport		0.485	0.000								62.00	\$62.00
			0.485	0.000									\$0.00
Totals:		0.00		\$0.00	\$260.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$382.00	\$1,242.00

Travelers must claim ACTUAL meal expenses up to, but not exceeding the maximum allowable meal rate for domestic travel. Maximum meal allowance claims must be explained.

Additional Page(s) Total: \$0.00
 Total: 1,242.00

My Signature Certifies:

- The listed expenses are legitimate and I have paid the total shown.
- I have not been nor will I be reimbursed for these expenses by any other source(s).
- I have not earned frequent flyer points for personal use.
- Required receipts/documentation are attached.
- I have complied with University Policy.

Theresa Travel 9/21/07
 Signature of Payee and Date

Optional Authorized Signature and Date

Prepaid Expenses	Document #	Amount
Airfare:		
Conf. Registration:		
Other:		
Total:		\$0.00

CUFS Account Information						
Area	Org	Sub Org	Obj	Sub Obj	Rept Cat	Amt
Total						0.00