


<div>TRAVEL REIMBURSEMENT</div> <div></div>	LAST NAMEFIRST NAMEM. I.				CWID	CHECK IF APPLIES: STUDENT	TR NUMBER	
	HOME ADDRESSNUMBERSTREETAPT.				DEPARTMENT		BLDG/ROOM	TEL. EXT.
	CITYSTATEZIP CODE				REPORT PERIOD BEGINNING		ENDING	

*Explain meetings and related and miscellaneous below. Indicate day incurred, persons involved and business purpose.	DAY AND TYPE OF EXPENSE	SUN	DATE	MON	DATE	TUES	DATE	WED	DATE	THURS	DATE	FRI	DATE	SAT	DATE	TOTALS
EXPLANATION OF ITEMS	Town or City To: From: Daily Mileage (PERSONAL CAR)															
	1 Mileage Allowance															
	2 Tolls and Parking															
	3 Trans. (Air)															
	4 Trans. (Rail, Taxi, Etc.)															
	5 Auto Rental															
	6 Hotel/Motel (Room Only)															
	7 Breakfast (Incl. Tips)															
	8 Lunch (Incl. Tips)															
	9 Dinner (Incl. Tips)															
	10 Registration Fee															
	11 Meetings + Related *															
	12 Miscellaneous *															
	DAILY TOTALS															

RECONCILIATION OF CASH		Account No. (10 digit)	Amount	Voucher No.		
Grand Total of Expenses					Employee	Print: _____ Date: _____
						Signature: _____
Deduct-Pre Paid Items (enter negative number)					Supervisor	Print: _____ Date: _____
						Signature: _____
Balance Due Employee					Fiscal Agent	Print: _____ Date: _____
						Signature: _____

<div>EMPLOYEE CERTIFICATION</div> <div>I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified that the amount as charged has been actually paid by me for traveling expenses; that no part of the account has been paid M.S.U. but the full amount id due. I also CERTIFY that on the date(s) when the above items of expense were incurred the vehicle I was using on M.S.U. business was covered by liability insurance as follows:</div> <div>Insurance Co.: _____ Coverage: _____</div>	<div>The following must be attached:</div> <div>1. Original Receipts</div> <div>2. Request for Approval form If travel is of non-scholarly capacity, and TR-1 not previously submitted.(unless traveling to state agency).</div> <div>4. Mapquest printout to verify mileage</div> <div>5. US General Svcs Admin (GSA) printout to verify per diem.</div> <div>6. US General Svcs Admin (GSA) printout to verify lodging if non conference travel.</div>
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