

IAS & Overseas Travel Report Submission Form

Official Use Only:
TR _____

****Please attach supporting documentation****

Student or Employee ID #: _____

Full Name: _____ Email Address: _____

Mailing Address or Campus Box: _____

Trip Start Date: _____ Trip End Date: _____

Destination: _____

Purpose of Travel (Check one of the following or write in explanation):

Research Training Study Abroad

Conference (List name of event): _____

Other: _____

Account to charge (Please check one of the following):

SR Code (Optional): _____

AAS Minor

Faculty Research
Account

GCP (91210)

IAS Discretionary
(91022F)

IAS Faculty Research
Development Fund

IAS General Dept
Fund

Overseas General
Dept Fund

SIR (91022A)*

Speaker Series (94067)

WUIR (94070)

Other (please list): _____

***All SIR expense reimbursements require SIR Treasurer approval before processing**

SIR Treasurer Approval _____

**** Please sign as the Traveler on the other side of this form and attach all receipts.**

Turn in to Alex Espeseth: CB 1088 aespeseth@wustl.edu 935-6123

Official Use Only:

Administrator Approval: _____

Name		Destination	
Address/Campus Box		Start Date	End Date
Purpose for trip			

	Date	Date	Date	Date	Date	Date	Date	Total
Actual Meal Costs:								
Breakfast								
Lunch								
Dinner								
Other or Non-Itemization of Meals <\$50								
Alcoholic Beverages (36-87)								
1a Total Actual Meals (a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1b Meal and Incidental Exp Per Diem (a)								0.00
2 Airfare								0.00
3 Lodging								0.00
4 Automobile Rental / Gas								0.00
5 Mileage								0.00
	Rate	Miles						
6 Registration Fees (36-05)								0.00
7 Ground Transportation / Parking								0.00
8 Telephone / Internet								0.00
9 Tips (exclude tips included with line 1 & 10)								0.00
10 Entertainment/Bus Exp. (35-53) (b)								0.00
11 Other Travel (36-87)								0.00
12 Field supplies								0.00
13								0.00

EXPENSES BY ACCOUNT							Total Expenses	0.00
AMOUNT	LC	DEPT	BUOB	SR CODE	FUND		Less Non-WU Reimbursement	
							Subtotal	0.00
							Department Limit (if applicable)	
							Less:	
							TA # & Amount	
							TA # & Amount	
							Other Reimbursement Amount	
							Travel Expenses Paid for by the procurement card (c)	\$0.00
							I owe Washington University	0.00
							Washington University owes me	0.00

<p align="center">Signature and Approval</p> <p align="center"><small>Signatures certify that costs incurred for the trip comply with all aspects of the Travel Policy and/or any sponsoring agency requirements, if applicable.</small></p> <p>Traveler's Signature _____ Date _____</p> <p>Approval Signature _____ Date _____</p> <p>Exception Approval Signature _____ Date _____</p> <p>Exception Approval Printed Name and Title _____</p>	<p>Remarks (not printed on check)</p> <p align="center"> <u>Please sign here</u></p> <p>Exception Approval Explanation</p>
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a) Meals, including tip and taxes greater than \$50 per day must be split out by Breakfast, Lunch, and Dinner. Alcoholic beverages must always be split out. Not required when claiming M&IE per diem. Recommend using the M&IE per diem supplemental worksheet when traveling to multiple cities in the same trip.

b) Includes alcohol associated with Entertainment/Bus Exp.

c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.

Last Updated 3/2/11