PRINCETON UNIVERSITY
Treasurer's Office
Business Expense Report

REQUEST #:

Shaded fields are optional - all other information must be provided

* Change your information in University records, at:
www.princeton.edu/myinfo

PAY TO

Name:

PU Id:

* Address: ☐ Home ☐ Mailing ☐ Campus (Unv.Mailing Addr.) | Frist Box #

Street:

City/Town: State/Province:

Zip/Postal: Country:

Today's Date:

Destination:

Departure: Date:

Return: Date:

Purpose:

PERSONAL CASH & CREDIT CARD EXPENSES

Reset Form

Meals & Related Tips	Amount:

Lodging	

Transportation		From:	To: & Return	
Air				
Personal Auto				
Auto Rental/Taxi (include tips)				
Train				
Tolls / Other				

Registration Fees/Miscellaneous		

1	PERSONAL CASH &	
2	CREDIT CARD TOTAL	0.00

UNIV. ADVANCE PAYMENTS

INCLUDING DEPT. CREDIT CARDS

Meals & Related Tips	Amount:
Lodging	
Transportation	
Miscellaneous	

2	ADVANCE PAYMENTS	0.00

TOTAL EXPENSES - TOTAL ACTUAL EXPENSES INCURRED	3	TOTAL EXPENSES - CLAIMED 0.00
********** TOTAL CASH ADVANCED ********** ENTER AMOUNT ON LINE #4	4	TOTAL CASH ADVANCED 0.00
If Line 1 greater than line 4, reimbursement due	5	REIMBURSEMENT DUE $0.00
If Line 4 greater than line 1, reimbursement due University	6	RETURN DUE UNIVERSITY $0.00

CHARGE / (CREDIT) *number of digits for each field indicated in parentheses*

Amount	Acct (3)	Dept(3)	Project/Grant(7)	Fund (2)	Budget Year (4)		Optional 1 (15)	Optional 2 (15)	Program Code (3)
$ 0.00									
$ 0.00									
$ 0.00									

Signature

Print Name

PI Signature (4XXX or 6XXX Project Grants)

Print Name

Approver Signature

Print Name