2011

Business Travel Expense Report

PRINCETON UNIVERSITY **FINANCE & TREASURY**
FINANCE.PRINCETON.EDU/FORMS/

TODAY'S DATE

Make Payment To

FIRST NAME	MIDDLE INITIAL	LAST NAME	PUID #

UNIVERSITY AFFILIATION
☐ Faculty ☐ Staff ☐ Student ☐ Other:

SEND TO ADDRESS ON FILE
☐ Local ☐ Mailing ☐ Campus ☐ Other Address:

Travel Expenses & Advance Payments

INCLUDE TRANSPORTATION, MEALS, LODGING, AND ADDITIONAL EXPENSES

DEPARTURE DATE	RETURN DATE	DESTINATION (CITY/STATE, COUNTRY)

BUSINESS PURPOSE

DATE (MM/DD/YY)	DESCRIPTION	REIMBURSABLE EXPENSES	DIRECT PU PAYMENTS
	TOTAL REIMBURSABLE EXPENSES / TOTAL DIRECT PU PAYMENTS $	0.00	0.00
	– CASH ADVANCE $		
	TOTAL REIMBURSEMENT (+) OR TOTAL OWED TO UNIVERSITY (–) $	**0.00**	

Charge / (Credit)

AMOUNT	ACCT.	DEPT.	PROJECT/GRANT	FUND	BUD.YR.	OPTIONAL 1	OPTIONAL 2	PRG
$								
$								
$								

Signatures

TRAVELER (PRINT NAME)	DATE	SIGNATURE ▶
APPROVER (PRINT NAME)	DATE	SIGNATURE ▶
SECOND APPROVER (IF REQUIRED BY DEPARTMENT) Susan L. Duncan	DATE	SIGNATURE ▶

▶ **Send the original, signed form, and receipts to Travel Accounting.**
Processing takes about five business days.
Questions? Contact Travel Accounting at (609) 258-7777.

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