

UNIVERSITY EMPLOYEE EXPENSE WORKSHEET

Route this form to: Disbursement Services 645 WBOB 1300 South Second St. or: Duluth Business Office 209 DAdB	U Wide Form: UM 1612 Rev: 06/08/04
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Complete the form and attach to an FFN EP (options A3, B1, C2 & C3) or an Employee Travel Reimbursement (ETR) Form (BA 1303) with required support documentation. Submit centrally after all approvals have been applied.

Attach to EP Doc #:
Pre-Trip Encumbrance TA#:

Employee ID #
Name
Address
City/State/Zip

Travel Destination(s)/Purchase Location(s):
Travel/Purchase Date(s): From: _____ To: _____
Travel Times (AM/PM): Depart: _____ Return: _____

Detailed Expense Justification: Parking expenses of \$9.00 to take the Forms Nirvana Employee Payment class on September 3, 2004. This should be charged to CUFS 625-1005

Date	Detailed Description Use as many lines as necessary. <small>Required for Hospitality, Miscellaneous & Other expenses.</small>	Transportation				Lodging	Travel Meals			Hospitality/ Group Meals	Misc.	Totals
		Miles	\$ Amount	Airfare	Other Expense	Lodging	Breakfast	Lunch	Dinner	Amount	Amount	Daily Totals
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
Column Totals:		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Additional Page(s) Total:	0.00
Total Reimbursement:	0.00

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.

Please check this box if:
 The Traveler is claiming the maximum allowable meal rate on any day because actual meal expenses met or exceeded the maximum allowable rate.

Prepaid Expenses	Document #	(Amount)
Airfare:		
Conf. Registration:		
Other:		
Total:		0.00

 Signature of Payee and Date

	Frequent Flyer Miles Earned
	Frequent Flyer Miles Used

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Column Totals:		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00