

Travel Expense Report Form

(Business purpose expenses paid by cash or non-BYU card will be reimbursed to traveler)

Name:	Travel Authorization #: TA00 _____
Trip Title:	Travel Dates:
Department Account: 11291000 - 7 ___ - 00000	Total Expenses:
Research Account: _____ - _____ - _____	Total Expenses:
Other Account: _____ - _____ - _____	Total Expenses:

Expense Category	Details	Amount (USD preferred)
Airfare	Attach approval email if used a company outside of the BYU Travel Office.	
Hotel	<input type="checkbox"/> BYU Travel Card <input type="checkbox"/> Cash or Non-BYU Credit Card	
Rental Car	<input type="checkbox"/> BYU Travel Card <input type="checkbox"/> Cash or Non-BYU Credit Card	
Conference or Registration Fees	<input type="checkbox"/> BYU Travel Card <input type="checkbox"/> Cash or Non-BYU Credit Card	
Other Expense (describe business purpose):	<input type="checkbox"/> BYU Travel Card <input type="checkbox"/> Cash or Non-BYU Credit Card	
Meals: Per Diem	Breakfast x ____ days Lunch x ____ days Dinner x ____ days Incidentals x ____ days Do not attach receipts if claiming meals per diem. Do not count meals that were provided to you.	
Meals: Non Per Diem	All meal receipts required for reimbursement.	
Meals: Group or Hosted	All meal receipts required for reimbursement. If dinner includes less than 13 people, please include names.	
Personal Vehicle	Distance traveled: _____ miles	
ATM Fees		
Total Amount	Total Expenses: Total Reimbursement: Total Owed to BYU:	