

INSTRUCTIONS FOR COMPLETING THE TRAVEL REPORT FORM

Requests for reimbursement of travel expenses should be itemized on a travel report. All requests must be supported by documentation that provide sufficient evidence of the transaction. Documentation examples include receipts, invoices, contracts, and agreements. If you have misplaced or lost a receipt, the missing receipt form must be filled out and submitted with the travel report.

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| 1. NAME | Name of traveler |
| 2. DATE SUBMITTED | Date that the travel report is submitted for department approval. |
| 3. PURPOSE OF TRIP | Brief description of the trip, such as a conference, seminar, recruit
Please include the name of the conference or seminar. |
| 4. DATE OF DEPARTURE | Date on which the travel began. |
| 5. DESTINATION | City or town traveled to. If travel was outside of the United States
the country. If there were multiple destinations, please attach an it |
| 6. DATE OF RETURN | Date on which reimbursable travel ended. |
| 7. ACCOUNT TO BE CHARGED | Enter the account name to which
the travel expenses will be charged. |
| 8. SIGNATURE OF TRAVELER | Signature of traveler |
| 9. TOTAL | Enter the amount spent by the traveler |
| 10. AMOUNT DUE TO TRAVELE | Enter the amount due to the traveler |

IRS Publication 463

According to IRS accountable plan rules, a reimbursement request must be submitted no later than 60 days after expenses were paid or incurred. If your department approves a reimbursement after 60 days, the expense does not comply with IRS accountable plan rule 2 and becomes reportable as compensation. We are required by the IRS to include the amount on the payee's W-2, Wage and Tax Statement (employee) or Form 1099-Misc (non-employee).