

## TRAVEL REPORT

Due two weeks after date of return- After 60 days expenses become reportable as compensation (see below IRS guidelines)

**Please read and follow the instructions at the bottom of this form**

<b>Name</b> _____	<b>Date Submitted</b> _____
<b>Purpose of Trip</b> _____	<b>Date of Departure</b> _____
<b>Destination</b> _____	<b>Date of Return</b> _____
<b>Account to be charged</b> _____	

DATE	DESCRIPTION	MEALS	LODGING	TRANSPORT	OTHER	TOTAL
<b>Total</b>						

<b>X</b> _____	<b>Total:</b> _____	
<b>Name/Signature of Traveler</b>	<b>Date</b>	<b>Amount Due to Traveler:</b> _____

## 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.

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).