MSU-BOTTINEAU CAMPUS
STUDENT TRAVEL EXPENSE REPORT

(Report should be completed and filed with the Business Office immediately upon completion of trip)

Program: ____________________________  Purpose of Trip: ____________________________

Destination: ____________________________  Date/Time of Departure: ____________________________

Date/Time of Return: ____________________________  Number of persons on the trip: ____________________________

Names of Persons on the trip: ____________________________  ____________________________  ____________________________  ____________________________  ____________________________  ____________________________

Day 1    Day 2    Day 3    Day 4    Day 5    Total
Meals $0.00
Lodging $0.00
Misc.* $0.00

Total $0.00  $0.00  $0.00  $0.00  $0.00  $0.00

Expense Information: Receipts are required for all expenses.

Notes: (1) If receipts are lost or not obtained, please include a brief explanation.
(2) Reimbursement of expenses is subject to the limitations imposed by approved travel policies.

*Miscellaneous Expenses (Please list each item):

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<tr>
<th>Item</th>
<th>Amount</th>
<th>Item</th>
<th>Amount</th>
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Approvals:
Instructor: ____________________________  Division Director: ____________________________
Business Office: ____________________________