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:

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.

	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

Total expenses	$0.00
Amount Advanced	
Balance	$0.00

**Miscellaneous Expenses (Please list each item):*

Item	Amount	Item	Amount

Approvals:
Instructor: Division Director
Business Office: