## 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	of Return:		Ν	umber of pe	ersons on th	e trip:	
Names of P	ersons on the	e trip:					
Expense In	formation: <u>F</u>	Receipts are	required fo	r all expens	ses.		
	ceipts are lost or						
	ment of expense					policies.	
						otal	
Meals	,	,	,	,	,	\$0.00	
Lodging						\$0.00	
Misc.*						\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
- otai	<b>\$0100</b>	<i><b>Q</b></i> 0100	<b>\$0.00</b>	<b>Q</b> 0.00	<i><b>Q</b></i> 0.00	<i>Q</i> 0100	
			Т	otal expense	65	\$0.00	
				mount Adva		<i>Q</i> 0100	
				alance	lioca	\$0.00	
						ψ0.00	
*Miscellane	ous Expense	s (Plaasa lis	t oach itom	·)-			
Item		•		).	Item		Amount
nem	AI	Amount		nem		Amount	
Approvals:							
Instructor:			П	ivision Dired	otor		
Business Of	ffico:		D	INSIGH DIFEC			
Dusiness O	moe.						