

Please only enter data in YELLOW fields.
If Excel error appears, click "Enable".

Employee Travel Reimbursement Form
Department of English and Comparative Literature
Department of American Studies

Total Reimbursement \$ 896.70

Traveler Name: JANE TRAVELER
Traveler PID: 1234-56789

Travel City: WASHINGTON
Travel State: District of Columbia
Travel Country: United States

Departure: 1/28/15 7:15AM
Return: 2/3/15 4:00 PM

Purpose and Description of Trip (flights from where to where, etc.):
Drove from Chapel Hill to Washington DC and back to do book research.

Weekday:	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Total	Running Total
Relevant Dates →	1/25/15	1/26/15	1/27/15	1/28/15	1/29/15	1/30/15	1/31/15		

Please enter amounts into the relevant category by dates:

Transportation

Airfare/Train								\$ -	\$ -
Taxi/Tolls/Public								\$ -	\$ -
Rental Car / Gas								\$ -	\$ -
Parking					7.50	7.50	23.00	\$ 38.00	\$ 38.00
Subtotal Transport	-	-	-	-	7.50	7.50	23.00	\$ 38.00	\$ 38.00

Mileage

Enter miles driven -->				267	45	32	27	371	371
	-	-	-	90.78	15.30	10.88	9.18	\$ 126.14	\$ 126.14

Lodging & Other

Hotel				85.00	85.00	85.00	85.00	\$ 340.00	\$ 340.00
Internet								\$ -	\$ -
Telephone								\$ -	\$ -
Registration fees								\$ -	\$ -
Other								\$ -	\$ -
Subtotal Lodging & Other	-	-	-	85.00	85.00	85.00	85.00	\$ 340.00	\$ 340.00

Please enter "x" into the appropriate meal for each date charged:

Meals

Breakfast					x	x	x		
Lunch				x	x	x	x		
Dinner				x	x	x	x		
Subtotal Meals	-	-	-	31.60	39.80	39.80	39.80	\$ 151.00	\$ 151.00

Total by Day \$ - \$ - \$ - \$ 207.38 \$ 147.60 \$ 143.18 \$ 156.98 \$ 655.14 \$ 655.14

Continued on next page

Notes (optional):
(press alt+enter to add new lines within a cell)

DON'T PANIC. Go through receipts one at a time. Fill in one section at a time- all your meals, all your miles, all your parking fees. Make sure to put everything under the correct date - Weeks 2 and 3 are on Page 2. Weeks run Sunday through Saturday. Check the gray boxes where the dates fill themselves in. Ignore the running weekly totals on the right; just put each expense in its yellow box. Gray boxes below are important info, please read.

Enter source of funds (name or number): 6-54321 Polly Polka Professorship

Supplemental Info for Mileage:

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Total Reimbursement **\$ 896.70**

Traveler Name: JANE TRAVELER

Travel City: WASHINGTON

Auto/State Date Time

Please ensure all original receipts related to this trip are attached and legible. Missing receipts will delay your reimbursement.

Trip exceeded 100 miles - please "X" in appropriate case:
 1. A state car was not requested. Use state car rate: x
 2. I requested a state car but one was unavailable - **documentation of the request is attached:**

Chartfields (Finance Office Use)

Bus Unit	Fund	Source	Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3

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Total Reimbursement **\$ 896.70**

Traveler Name: JANE TRAVELER

Travel City: WASHINGTON

OutofState

Date

Time

Weekday:	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Total	Running Total
Relevant Dates →	2/1/15	2/2/15	2/3/15	2/4/15	2/5/15	2/6/15	2/7/15		

Please enter amounts into the relevant category by dates:

Transportation

Airfare/Train								\$ -	\$ -
Taxi/Tolls/Public								\$ -	\$ -
Rental Car / Gas								\$ -	\$ -
Parking	3.00							\$ 3.00	\$ 41.00
Subtotal Transport	3.00	-	-	-	-	-	-	\$ 3.00	\$ 41.00

Mileage

Enter <u>miles</u> driven -->	12	267						279	650
	4.08	90.78	-	-	-	-	-	\$ 94.86	\$ 221.00

Lodging & Other

Hotel	85.00							\$ 85.00	\$ 425.00
Internet								\$ -	\$ -
Telephone								\$ -	\$ -
Registration fees								\$ -	\$ -
Other								\$ -	\$ -
Subtotal Lodging & Other	85.00	-	-	-	-	-	-	\$ 85.00	\$ 425.00

Please enter "x" into the appropriate meal for each date charged:

Meals

Breakfast	x	x							
Lunch	x	x							
Dinner	x								
Subtotal Meals	39.80	18.90	-	-	-	-	-	\$ 58.70	\$ 209.70

Total by Day \$ 131.88 \$ 109.68 \$ - \$ - \$ - \$ - \$ - \$ 241.56 \$ 896.70

Notes (optional):

(press alt+enter to add new lines within a cell)

Weekday:	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Total	GRAND TOTAL
Relevant Dates →	2/8/15	2/9/15	2/10/15	2/11/15	2/12/15	2/13/15	2/14/15		

Please enter amounts into the relevant category by dates:

Transportation

Airfare/Train								\$ -	\$ -
Taxi/Tolls/Public								\$ -	\$ -
Rental Car / Gas								\$ -	\$ -
Parking								\$ -	\$ 41.00
Subtotal Transport	-	-	-	-	-	-	-	\$ -	\$ 41.00

Mileage

Enter <u>miles</u> driven -->								-	650
	-	-	-	-	-	-	-	\$ -	\$ 221.00

Lodging & Other

Hotel								\$ -	\$ 425.00
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Total Reimbursement **\$ 896.70**

Traveler Name:	JANE TRAVELER		Travel City:	WASHINGTON		OutofState	Date	Time		
Internet									\$ -	\$ -
Telephone									\$ -	\$ -
Registration fees									\$ -	\$ -
Other									\$ -	\$ -
Subtotal Lodging & Other	-	-	-	-	-	-	-	-	\$ -	\$ 425.00

Please enter "x" into the appropriate meal for each date charged:

Meals

Breakfast								
Lunch								
Dinner								

Subtotal Meals	-	-	-	-	-	-	-	-	\$ -	\$ 209.70
Total by Day	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 896.70

Notes (optional):
(press alt+enter to add new lines within a cell)