

Webster University - Expense Report

All Receipts Must be Attached

Last Name	First Name	Middle Initial	CARS ID#	Department Account Number
Address (For Mailing Reimbursement):				
Purpose of Expense			Destination	Date Departed
				Date Returned

Expense Accounting:	Directly Paid by Webster	Employee Paid Out-Of-Pocket	Total
Airfare			
Auto Rental			
Personal Car	Miles @.555 Per Mile (Complete Mileage Record on Reverse)		
Lodging			
Meals			
Parking and Tolls			
Registration Fees (Conferences, etc.)			
Taxi/Limo			
Entertainment (Provide Persons Entertained, Business Relationship, and Purpose)			
Supplies			
Miscellaneous Expense (Provide Description & Business Purpose on Reverse)			
Total Expenses:			

Less Cash Advanced	
Amount Due Employee (If Employee Paid Expenses Exceeds Cash Advanced)	
Amount Due Webster (If Cash Advanced Exceeds Employee Paid Expenses-Please Enclose Your Check)	

Traveler/Employee:

 Signature Printed Name Date

Approver:

 Signature Printed Name Date

For Accounts Payable Use Only

Account Number	Debit	Credit	Accounts Payable Manager Approval
(Fund) - (Function/Dept) - (Object/Line Item) - (Subfund/Project)			Vendor #: _____ Voucher #: _____ OP ID: _____ Voucher Date: _____
_____ - _____ - _____ - _____	_____	_____	
_____ - _____ - _____ - _____	_____	_____	
_____ - _____ - _____ - _____	_____	_____	
_____ - _____ - _____ - _____	_____	_____	

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
INSERT DATES AS APPLICABLE:								
Airfare								
Auto Rental								
Lodging								
Meals								
Parking and Tolls								
Registration Fee (Conferences, etc)								
Taxi/Limo								

DETAILED ENTERTAINMENT RECORD				
Date	Persons Entertained & Business Relationship	Place Name & Location	Business Purpose	Amount
Total				

DETAILED PERSONAL CAR MILEAGE RECORD				
Date	Destination (To-From)	Business Purpose	Miles	Amount (Miles X .555)
Total				

MISCELLANEOUS EXPENSE REIMBURSEMENT		
Date	Description & Business Purpose	Amount
Total		