

INSTRUCTIONS

(Detailed information is included in the Travel Policies and Procedures at <http://www.northwestern.edu/finsys/polcydoc/travelmenu.htm>)

GENERAL INFORMATION

- Traveler:** Use this form as a daily record. Original receipts must be submitted for all claimed expenses. If you received an advance, attach refund check if necessary. Otherwise, reimbursement will be made via a check to you.
- Dept:** Obtain required signatures and submit this completed report with original receipts to the designated office (School/Unit, ASRSP, A/P, Bursar):
- * Where an advance was received attach originating PR, and refund check if applicable.
 - * For cash advance submit to Bursar's Office
 - * For travel check advance submit to A/P
 - * For reimbursements which did not originate as an advance, complete a PD.

SUPPLEMENTAL INFORMATION

PRIVATE AUTOMOBILE MILEAGE							
Date	Travel		Mileage	X	Fill in Current Rate	=	Total
	From	To					
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total all days (enter here and on front of Form -- line 4.a.)							\$ -

ADDITIONAL BUSINESS EXPENSES	
According to I.R.S. Regulations -- you must provide the following:	
Date:	Amount:
Name of place	Location
Business Purpose	
The occupation, or other information relative to the person or persons hosted, including name, title, sufficient to establish relationship to you _____	
Date:	Amount:
Name of place	Location
Business Purpose	
The occupation, or other information relative to the person or persons hosted, including name, title, sufficient to establish relationship to you _____	
Date:	Amount:
Name of place	Location
Business Purpose	
The occupation, or other information relative to the person or persons hosted, including name, title, sufficient to establish relationship to you _____	

Total all expenses (enter on front of Form -- line 13.)