



TRAVEL EXPENSE ANALYSIS

Department or Account _____ From _____ To _____ 20__

Representative _____

Type of Ministry _____

Expenses:

- Meals & Tips..... \$ _____
- Hotel..... _____
- Plane, train, or bus fare (including baggage fees) _____
- Car rental & gas _____
- Tolls - roads & bridges..... _____
- Auto parking & storage _____
- Auto mileage (____ miles @ ____) _____
- Taxi or shuttle..... _____
- Postage & shipping _____
- Telephone & fax _____
- Tips (airport/hotel) _____
- Laundry, cleaning, pressing & shoeshine _____
- _____
- _____
- _____

TOTAL..... _____

Advance from Travel Fund..... \$ _____

Difference:

Due Representative \$ _____ Due University \$ _____

Account Number: _____ SIGNED _____

Department Approval

VP Signature