

THE UNIVERSITY OF AKRON
TRAVEL EXPENSE REPORT INSTRUCTIONS
(UNIVERSITY PERSONNEL)

General

This Travel Expense Report form may be used for both local mileage and expense reimbursement, and for out-of-town professional travel. The report must be submitted through your immediate superior for approval as soon as possible after completion of travel.

Travel Authorization

A copy of the approved Travel Authorization does not have to be attached to the Travel Expense Report submitted for reimbursement. However, this authorization may be required by the person approving the expenses.

Name

Please print or type your name. Also, please show your Social Security Number.

Charge Department/Special Fund

Please be very specific as to where the expenses are to be charged, especially if the charge should be against a special fund, project or contract. This space should show the proper title of the department/special fund to be charged. Your regular academic or administrative department need not be shown if the charge is against a special fund.

Purpose

Indicate briefly the purpose of the travel.

Commercial Transportation

Self explanatory

Mileage Reimbursement

Self explanatory. Please remember to complete your auto insurance declaration.

Other Transportation Expenses

Self explanatory

Lodging

Self explanatory

Meals

Self explanatory

Other Expenses

Please refer to the complete Travel Expense Policies and procedures for full details regarding the above sections for both in-state and out-of-state travel. If any of the above expenses were prepaid through the Purchasing Department, please show these costs as a memo entry under the appropriate category but DO NOT add the amounts to the costs for which you are requesting reimbursement.

Travel Advance

Please indicate if any travel advance was drawn for this trip. If actual expenses exceeded the advance indicate "AMT. CLAIMED". If no advance was drawn please show "NONE" in the ADVANCE block.

Approval

The Travel Expense Report must be approved by the University official responsible for administering the budget to which the expense will be charged. This will normally be the department head in the case of instructional personnel; or the appropriate director or department manager in the case of administrative personnel. If the person responsible for the budget is traveling, the expense report must be signed by his or her superior.

Accounting Code

Show the first six (6) digits of the department/special fund (speedtype) to which the expenses are to be charged.