



Foreign Travel Expense Report

Travel Expense Report of _____ Date _____

Purpose of Travel _____

Table with columns for Date, City, Airfare, Train/Bus Fare, Auto Rental, Auto Mileage, Local Transportation, Tolls and Parking, Hotel Lodging, Meals (Breakfast, Lunch, Dinner), Entertainment, Meeting Registration Fees, Tips, Telephone/Fax/Internet, Other, PSC - Travel, PSC - Conf Reg Fees, and Totals.

Total Trip Expenses _____
Travel Advance Received from the Business Office _____
Balance Due Colleges (Advance in Excess of Expenses) _____
Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyReference
(1) _____
(2) _____
(3) _____
(4) _____

Signed _____ Approved _____
(Employee) (Date) (Department Head) (Date)

HOBART AND WILLIAM SMITH COLLEGES
TRAVEL EXPENSE REPORT CHECKLIST

When submitting travel expense report, please ensure the following are met:

<input type="checkbox"/> Provide your name and date of the report
<input type="checkbox"/> Describe the purpose of travel
<input type="checkbox"/> Submit reimbursement requests within 14 days of your return
<input type="checkbox"/> If requesting a reimbursement for mileage charges, check with the Business Office for the current mileage reimbursement rate.
<input type="checkbox"/> Attach original receipts to support expenses.
<input type="checkbox"/> Complete the accounting information in its entirety.
<input type="checkbox"/> If you incurred expenses in a foreign currency, convert to US dollars.
<input type="checkbox"/> Use Page 2 of this form to provide additional detail on any expenses and to document attendees for meals and entertainment charges.
<input type="checkbox"/> Refer to the HWS Travel Expense Reimbursement Guidelines for specific guidance on reimbursement of various expenses.
<input type="checkbox"/> Contact the Business Office with any questions you may have