



## Expense Breakdown Sheet (Travel)

(WHEN NEEDED PLEASE ATTACH TO FORM IND4000 or EXP2000S)

**Form EXP2000T**  
(LAST REVISED JUNE 2012)

PAYEE'S FULL NAME (FIRST, MIDDLE INITIAL, LAST)	SCHOOL/DEPARTMENT	TELEPHONE NUMBER
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*Use this form to report and request reimbursement for expenses incurred during business travel. All travel expenses must conform to the University's policy on business expenses. In the case of grants or contracts, Sponsor's regulations or contract terms must also be followed. For guidance, refer to the Business Expenses Policy and the Expense Reimbursement Policy of the University. For per diem amount applicable to foreign travel charged to grants or contracts, refer to the government web site ([www.state.gov/travel](http://www.state.gov/travel)).*

<b>INCLUSIVE DATES OF TRAVEL</b>	<b>BUSINESS PURPOSE OF TRAVEL</b>  _____  _____
<b>DEPARTURE:</b>	
<b>RETURN:</b>	

**EXPENSE DETAILS**

DATE	HOTEL	AIR/BUS/RAIL	PERSONAL CAR*/TOLLS	CAR RENTAL	PARKING	CAR SERVICE/ TAXI	TELEPHONE/ FAX/INTERNET	SUBTOTAL
								\$
<b>SUBTOTAL (GENERAL EXPENSES)</b>								<b>\$   (A)</b>

**MEALS DURING TRAVEL AND OTHER EXPENSES:** *Use the section below for meal expenses incurred during travel. Meal expenses not related to travel should be reported on Form EXP2000M.*

DATE	BREAKFAST	LUNCH	DINNER	SUBTOTAL	OTHER (DESCRIPTION)	OTHER (AMOUNT)
				\$		\$
<b>SUBTOTAL (MEALS)</b>				<b>\$   (B)</b>	<b>SUBTOTAL (OTHER EXPENSES INCURRED DURING TRAVEL)</b>	<b>\$   (C)</b>

<b>TOTAL OF TRAVEL EXPENSES (A + B + C)</b>	➔	<b>\$  </b>
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