

## SJU Travel Expense Reimbursement Form

Name \_\_\_\_\_ Travel date/s \_\_\_\_\_ to \_\_\_\_\_  
 Department \_\_\_\_\_ Meeting site City/State \_\_\_\_\_  
 Travelers ID Number \_\_\_\_\_

**Purpose of travel** \_\_\_\_\_

\*\*\*\*\*ATTACH ALL ORIGINAL RECEIPTS –Note – Please do not use highlighters or staples \*\*\*\*\*  
 FOREIGN TRANSACTIONS INCLUDE BANK/CREDIT CARD STMT VERIFYING EXCHANGE TO U.S. CURRENCY

Date						<b>TOTALS</b>
Registration Fee						
Hotel/Lodging <small>(attach original statement)</small>						
Per Diem	Breakfast					
	Lunch					
	Dinner					
Business Meals	Breakfast					
	Lunch					
	Dinner					
Airfare						
	Total air miles					
Rental Car						
Personal Car <small>(miles x \$.55 per mile)</small>						
<small>Complete personal car use mileage log on the back of this form.</small>						
Taxi and other						
Parking						
Other (specify)						

<b>Total Travel Expenses</b>	\$ _____
<b>Less expenses paid by SJU</b>	\$ _____
<b>Net Amount Due Traveler</b>	\$ _____

Check Payable to: \_\_\_\_\_ Account #'s to be charged

Legal Tax Address \_\_\_\_\_ \$ \_\_\_\_\_ acct # \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ acct # \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ acct # \_\_\_\_\_ - \_\_\_\_\_

Travelers Signature \_\_\_\_\_  
 Dept Heads Signature \_\_\_\_\_

**Allow 6 business days for processing**

**Individuals are not to approve their own requests. Requests cannot be processed without the appropriate signatures.**

## Personal Car Use Mileage Log

Date	Beginning Mileage	Ending Mileage	To	From	Total Miles	X \$.55/mile
<b>Total</b>						\$

### PER DIEM

The University uses the High-Low method to determine how much our travelers receive for meals and incidentals when traveling on University business. The current Meals & Incidentals rate is **\$45** per full day of travel unless the city you visited is on the High Localities list. The current High Localities rate is **\$58** per full day. <http://www.irs.gov/pub/irs-pdf/p1542.pdf>

Meal	Regular	High Cost City
Breakfast	\$8.00	\$11.00
Lunch	\$12.00	\$16.00
Dinner	\$22.00	\$28.00
Incidentals	\$3.00	\$3.00