

The Catholic University of America
Travel/Entertainment Expense Report

Traveler's Name: _____
 Campus Address: _____ Department: _____ Phone # _____
 Dates: _____ Account: _____ Amount: _____
 Purpose of Travel: _____

Date							Paid by CUA	Total
Air/Rail (attach coupon)								\$ -
Rental Auto								\$ -
Personal Auto (see reverse)								\$ -
Lodging								\$ -
Meals (see reverse)								\$ -
Conference Fees								\$ -
Taxi/Bus/Limousine								\$ -
Parking/Tolls								\$ -
Telephone								\$ -
Miscellaneous (see reverse)								\$ -
Total Expenses								\$ -
Less Travel Advance (including items paid directly by CUA)								
Total Due Traveler								\$ -
-or-								
Balance Due CUA (attach check)								

I certify that all expenditures shown on this form were incurred on behalf of The Catholic University of America.

Traveler's Signature: _____ Date: _____
 Authorizing Signature: _____ Date: _____
 Budget Officer: _____ Date: _____

ORIGINAL RECEIPTS ARE REQUIRED! (Tolls and Meals costing under \$10.00 do not require receipts, but do require an itemized list and explanation)

ENTERTAINMENT RELATED MEAL EXPENSE - IRS regulations require the following: 1) the reason for the meal, business benefit expected to be gained, and the nature of any business discussion or activity that took place; 2) the occupation or other information about the person(s) for whom the meal expense is being claimed. To comply with these regulations we ask that you list each meal with the corresponding expense. Describe the place, persons present and business discussed for each meal.

Meals
(original receipts needed for each meal over \$10.00)

Date	Meal/Business Purpose	With Whom/Explanation	Cost
	Breakfast/		
	Lunch/		
	Dinner/		
	Breakfast/		
	Lunch/		
	Dinner/		
	Breakfast/		
	Lunch/		
	Dinner/		
	Breakfast/		
	Lunch/		
	Dinner/		
	Breakfast/		
	Lunch/		
	Dinner/		
Total			\$ -

RECEIPTS MUST BE ATTACHED FOR MEALS IN EXCESS OF \$10.00

Miscellaneous Expenses
(original receipts needed)

Date	Description	Amount
Total		\$ -

Personal Auto
Mileage-Itemize by Day

Rate for all business miles driven between 1/1/06 - 12/31/06 is 44.5 cents per mile

Date	To	From	Miles	\$/Miles	Total
				0.445	
				0.445	
				0.445	
				0.445	
				0.445	
				0.445	
				0.445	
				0.445	
Total				\$	-