

Fund (6)	Org (5)	Account (4)	TOTAL
			0.00

**UNIVERSITY OF ALASKA
TRAVEL EXPENSE REPORT**
EXPENSE REPORTS MUST BE FILED WITHIN
15 DAYS OF COMPLETION OF TRAVEL

FINAL PARTIAL

Prior Encumbrance
Campus Fairbanks
TA #
TR #
Issued to:
Travel Card Used? <input type="checkbox"/> YES <input type="checkbox"/> NO
Confirmation Code:
Advance Issued? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: Check #:

Traveler Name _____
 Employee Student Other
 First MI Last ID# _____
 Dept **MCC/Math in a Cultural Project**
 Purpose _____ (optional) Phone _____

TRAVEL TIMES	Day of Week																	TOTAL
	Year 2010	Month/Day	Depart From	Departure Time	Arrival At	Arrival Time	Travel Via											
BASIC SUBSISTENCE	Lodging																	
	Meals B.																	
	Including Tips L.																	
	D.																	
OTHER EXPENSES	Per Diem																	
	Parking																	
	Tele. and Teleg.																	
	Misc. (a)																	
	Ground Transportation																	
	Airfare																	
Registration																		
Sub Total																		

By signing the expense report I agree to the reimbursement total that the Math in a Cultural Project will send to me after the completion of this trip

[Car mileage detail form must accompany expense report if applicable.](#)

[Payment requested must comply with current University of Alaska travel regulations.](#)

If airfare is utilized, **form** and **method** of payment is required, showing who paid.

 Traveler's Signature Date

 Dean's/Supervisor's Signature Date

Partial
Travel Card/TR
ProCard Registration
Adjusted Total
Advance
BAL. DUE

Receipts are required for **ALL reimbursements** being claimed. Agenda/Schedule **MUST be attached** for all conference/meeting travel. Comparison Itinerary **MUST be attached** for combined personal/business travel.