BROWN UNIVERSITY
TRAVEL EXPENSE REPORT

(Refer to the Brown Travel Policy and Instructions on the back of this form before completing.)

VOUCHER #

Traveler's Name

Department

Address to send check

Purpose of trip

Report for the days beginning / / and ending / /

Destination:

PART 1: TRANSPORTATION		From	To	Round			
Date(s)	Type	City/State/Country	City/State/Country	Trip (x)	Miles	Rate	Amount

Total Transportation Expenses — Subtotal (1)

PART 2: DAILY LIVING EXPENSES			Meals			Miscellaneous Daily	
Date(s)	Location	Room	Breakfast	Lunch	Dinner	Amount	Description

Total Living Expenses — Subtotal (2)

Certification: I certify that all expenses reported here are appropriate and necessary to the objective of the travel and that no other reimbursement will be forthcoming:

_____ _____/_____/_____

Signature of traveler

_____ _____/_____/_____

Authorized Approval

PART 3: OTHER EXPENSES

Total Other Expenses — Subtotal (3)

PART 4: SETTLEMENT

Total Travel Expenses (1,2,3)		
Less: Personal/Other Funding		( )
Net Travel Expenses		
Less: Advances from Brown		( )
Items Prepaid by Brown		( )
Amount Due	Traveler	
	Brown*	( )

*Attach a personal check or money order payable to Brown University

PART 5: ACCOUNT DISTRIBUTION

Account and Subcode	Description	Amount
Total (must equal Net Travel Expenses shown in Part 4)		0000.00

VENDOR #	S/C	1099

ORA	TRAVEL SECTION

TRAVEL ADVANCE ACCOUNT

TRAVELER: DO NOT COMPLETE SHADED AREAS