

Expense Report

Attach all original receipts. Expenses over \$75 require itemized receipts.

Employee Information

Name**Employee ID****Department****Budget Code**

Expense Details

Business Purpose ***Report Period From ***

(MM/DD/YYYY)

Report Period To *

(MM/DD/YYYY)

Itemized Expenses

Item 1: Description**Date****Amount**

Item 2: Description

Date

Amount

Item 3: Description

Date

Amount

TOTAL EXPENSES *

Certification

I certify that these expenses are accurate and were incurred for university business.

Employee Signature

Sign above

Date:

Approvals

Supervisor

Sign above

Date:

Comptroller

Sign above

Date:

Division Vice President

Sign above

Date: _____

Business & Finance Vice President

Sign above

Date: _____

President

Sign above

Date: _____