

UNIVERSITY OF PIKEVILLE

EXPENDITURE REPORT

(Report 48 hours after return)

Date of Trip: _____

Name:		Account Number:	
Destination & Purpose:			

Type of Expenditure	Personal Credit Card	Cash	University Credit Card
Railroad, Bus or Air (Attach Receipt)			
Meals (Attach Receipt)			
Lodging (Attach Receipt)			
Telegrams Telephone (Attach Copy)			
Taxi (Include Tip)			
Tolls Parking (Attach Receipt)			
Vehicle Rental (Attach Receipt)			
Other (Explain)			
Totals.....			

Automobile Miles Driven _____ X Per Mile Rate: _____ =	#VALUE!
Personal Reimbursement Expenses:	

Cash Fund	I hereby certify that the above expenses including automobile mileage are correctly stated and were incurred by me as necessary business expense in the service of the University of Pikeville.	
Cash Advanced		
Cash Expended	Signed: _____	Date: _____
Balance Due Employee	Dept. Head: _____	Date: _____
Balance Due University of Pikeville	Cost Center: _____	Date: _____