

Kelley School of Business Non-Employee Travel Expense Report

Name: _____

(to Bloomington) Departure Date: _____ (from Bloomington) Return Date: _____
 Departure Time: _____ Return Time: _____

Personal Time: Yes No → If, **Yes**, indicate date(s): _____

If any meals were provided as part of this trip, indicate the date and meal below

Date	Breakfast(s)	Lunch(es)	Dinner(s)

Trip Expense Information:

Airline Ticket (if pre-paid out-of-pocket)
 Airline: _____ Amount: _____

Lodging: (if pre-paid out-of-pocket):
 Hotel: _____ Amount: _____

Parking: (if pre-paid out-of-pocket):
 Location: _____ Amount: _____
 Location: _____ Amount: _____

Mileage: (this includes travel to/from airports by personal car or as a passenger)
 (You may claim gas OR mileage; you may not claim both. Typically, the University will reimburse fuel for rental car usage and mileage for personal car use)

From: _____ To: _____
 Round Trip: Yes No

Rental Car:
 Agency: _____ Amount: _____
 Fuel: _____ Amount: _____

Public Transportation (taxi, bus, shuttle, etc.) Total: _____

Other Expenses (phone, e-mail access, train, etc.):
 Item: _____ Amount: _____
 Item: _____ Amount: _____

Use the box below to explain any unusual expense circumstances: (If you stayed with a family member or friend, instead of at a hotel, en route to your destination, or while at your destination, you will need to provide the name, address, and phone number of those with whom you stayed. This is for auditing purposes only, to verify that you did travel on the dates you are requesting reimbursement.)