



# USEA TRAVEL EXPENSE REPORT

## SUMMARY SHEET

DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

LOCATION OF HIRED WORK: \_\_\_\_\_

DATES OF TRAVEL: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(date and time) (date and time)

### TOTAL TRIP EXPENSES BY CATEGORY:

- Track daily expenses on reverse side and transfer category totals here
- All receipts must accompany this form for items over \$5
- Expenses and receipts are due within 30 days of contracted work. The USEA reserves the right to deny reimbursement after 30 days.

EXPENSE TYPE	AMOUNT
Public Carrier/Airfare	\$
Private Automobile _____ miles at <u>57.5¢/mile</u> *	\$
Car Rental/Fuel*	\$
Taxi/Car Share Service	\$
Parking & Tolls	\$
Lodging	\$
Meals	\$
Other Expenses	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

\*The USEA will reimburse mileage if a private automobile is used OR cover the cost of a rental car and fuel.

APPROVED BY: NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Contracted personnel must adhere to the [USEA policy for corporate travel and business expense](#).