

# Travel Expense

Name: \_\_\_\_\_

Date/Time Leaving Home Base \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ am pm

Date/Time Returning to Home Base \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ am pm

Account# \_\_\_\_\_

## Section I – Method of Travel

Plane Amount: \_\_\_\_\_

Bus Amount: \_\_\_\_\_

Train Amount: \_\_\_\_\_

Personal Vehicle: Round Trip Mileage: \_\_\_\_\_

## Section II – Subsistence Lodging & Meals

Cost Per Night (including taxes): # Nights \_\_\_\_ Total: \_\_\_\_\_

Meals: Yes or No

Breakfast/Lunch/Dinner

Were any meals provided? Yes or No If yes, which one(s)? \_\_\_\_\_

## Section III – Other Expenses

Registration Fee Amount: \_\_\_\_\_

Taxi, Shuttle Subway Amount: \_\_\_\_\_

Airport/Hotel Parking Amount: \_\_\_\_\_

Rental Car Amount: \_\_\_\_\_

Gasoline for Rental Amount: \_\_\_\_\_

**Time Limitation: The University is permitted to reimburse employees for business related expenses as a qualified tax-free payment under the “Accountable Plan” rules defined by the Internal Revenue Service (IRS) (Treas. Reg. §1.62-2). Those rules limit the qualified reimbursement to 60 days after the expense is paid or incurred. After the 60 days, the reimbursement becomes unqualified and taxable. Unqualified reimbursements will be paid through the Accounts Payable system and reflected in the employee’s wages through UAccess payroll system.**

**The Steward Observatory business office suggests submitting all receipts within 20 days of returning from your trip to allow for ample processing time to avoid taxation.**

## Section V – Traveler's Signature

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_