



# TRAVEL EXPENSE REPORT

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Travel Date(s): \_\_\_\_\_ Account to be Charged: \_\_\_\_\_

MEALS					TOTAL
Date	Breakfast \$	Lunch \$	Dinner \$	Object Code	Out of Pocket Expense
Total					\$

**Other Expenses & Incidental Out of Pocket Expenses (Taxis, parking, tolls, baggage handling, etc.)**

Date	Item	Mileage	Object Code	Out of Pocket Expense
Total				\$

**Knox Travel Requirements**

- Transportation—Original receipts required. Use of a private car is reimbursed at the current Knox mileage rate currently at .67 per mile.
- Itemized receipts are required for car rental, hotels, and meals. Business meals must have a stated purpose.
- Tips—College has a cap of 15%.
- Missing receipts—You must have a detailed description of the charge (date, amount, purpose)  
*knox.edu/missing-receipt*
- Additional information for travel and purchasing guidelines  
*knox.edu/purchasing-guidelines*  
*knox.edu/travel-policy*

**Commonly Used Travel Object Codes**

- 6825 - Food and Entertainment
- 8151 - Transportation
- 8152 - Lodging
- 8153 - Mileage

Subtotal Travel Expenses \$ \_\_\_\_\_  
 Travel Advance \$ \_\_\_\_\_  
 (If Applicable)  
 Amount Due Traveler \$ \_\_\_\_\_  
 Amount Due College \$ \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_