



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: _____