



DEADLINE to submit form: Immediately after travel event

Travel expense reimbursements processed after 60 days of the travel end date are taxable through payroll. Policy link: https://travel.wsu.edu/policy-revisions/

Program/Gift Account #:

Request Date: Requested By:

Expense Report Information:

Please list legal name of traveler and include preferred name in parentheses.

Traveler Name: WSU ID #: Mailing Address: City, State, Zip: Trip Start Date: Trip Start Time: Trip End Date: Trip End Time: Trip Origin: Trip Destination:

Expense Lines (Total Cost):

Airfare Total Cost: Lodging Total Cost: Lodging Justification (if over per diem)

Meal Locations & Daily Lodging Rate:

Fill in city and state for meals (meals reimbursed at per diem for lodging location; single day trips reimbursed at event location per diem).

For meals eligible for reimbursement and per diem amounts go to per diem section at: https://acctspay.wsu.edu/welcome-to-travel-reimbursable-services/

Alcohol is not reimbursable (get a separate receipt) (including the tax and gratuity for alcohol).

Table with 5 columns: Date, Breakfast Location, Lunch Location, Dinner Location, Lodging Amount.

Mileage: Enter total miles driven

Miscellaneous Expenses Total Cost: Fill in miscellaneous expenses below

Table with 3 columns: Business Name/Vendor, Purpose of Expense, Amount.

Personal Time Duration (if applicable):

Additional Trip Information: