



TRAVEL EXPENSE REPORT

Cost Center: - . -
project task award

Traveler's Name: _____
Home Address: _____
Daytime Phone: _____
Email Address: _____

**** IMPORTANT – CHECK ONE BOX ****
 Official (For Foundation Employees)
 Invitational (Government Employees)
 Invitational (Gov't Employees Billeted at USU)
 Invitational (Other: _____)

Departure Location: _____ Date: _____
Destination: _____
Return Location: _____ Date: _____

Total Costs Incurred (From Itemization Detail on Page 2): Purpose: _____

Lodging _____
Meals _____
Transportation _____
Other (e.g., meeting registration) _____

Special Instructions:

Total Cost: \$ _____
Total Advance Received: (_____)
Reimbursement Requested: \$ _____
(Total cost minus advance received)

Receipts for all non per-diem costs of \$75 or more each must be submitted for final reimbursement.

I certify that I completed the trip for which this travel reimbursement was requested and that the declared expenses were actual and necessary. I have not been/will not be reimbursed for any of these expenditures from another source.

Traveler: _____ *
Signature Print Name Date
Authorized Approver: _____ **
Signature Print Name Date

* If requester is Principal Investigator or Project Coordinator, no concurrence is required.
**Signature mandatory regardless of final payment.

See Page 2 for Itemization of Expenses →

For Use by Foundation Accounting Office	
Approving Initials _____	Voucher #: _____
Date _____	Travel Purchase Order # _____

ITEMIZATION OF TRAVEL EXPENSES

Date	LODGING	\$ Amount
Date	MEALS	\$ Amount
Date	TRANSPORTATION	\$ Amount
Date	OTHER	\$ Amount
TOTAL:		

- a) Receipts must be attached for all lodging and registration costs, regardless of amount.
- b) Receipts must be attached for each individual cost that totals \$75 or more.
- c) Per-diem costs for meals do not need to be itemized and no receipts are required.
- d) Federal Employees – Please note the U.S. Treasury address, POC name, telephone number and email address in the “Special Instructions” section of Page 1.

**Please email or fax both sheets of this form to the Travel Office, Fax: (240) 694-3134, Email: travel-docs@hjf.org
Phone: 240-694-4013**

By submitting this form you acknowledge HJF's Privacy Notice
<https://www.hjf.org/resources/privacy-notice/>