



Today's Date: _____

Name: _____

Dates of Use: _____

Last 4 Digits of Card checked out: _____ (Business Office Use Only)

Where will you be traveling: _____

If not traveling, vendor name for your purchase _____

Approximate Purchase Amount: _____

Purpose of
Trip _____

What dept. will be responsible for the charges: Enter Account Code

Pre-Approval of Supervisor + _____

Reminder an expense report should be turned in within 3 days of return from your trip.