UNIVERSITY OF MINNESOTA

EMPLOYEE EXPENSE REPORT

Attach completed worksheet and required documentation to the Expense Report.
Use for all employee travel and non-travel expenses.

Routing Instructions:
Attach to Expense Report and submit to Disbursement Services, Imaging or the Duluth Business Office.

U Wide Form:
UM 1612
Rev: 7/1/08

Employee ID	
Name	
Address	
City/State/Zip	

Expense Report Number			
Authorization ID Number			
Advance ID Number			
Travel Destination(s)/Purchase Location(s)			
Travel/Purchase Date(s) MM/DD/YY:	From:	To:	
Frequent Flyer Miles Earned		Foreign Conversion Rate	
Frequent Flyer Miles Used			

Detailed Expense Justification (Who, What, Where, Why & When):

Date	Detailed Description	Transportation				Lodging	Meals				Hospitality/ Group Meals	Other	Totals $
MM/DD/YY	Use as many lines as necessary.	Miles	Rate	Mileage	Airfare		Breakfast	Lunch	Dinner	Per Diem			
			0.585	-									$ -
			0.585	-									$ -
			0.585	-									$ -
			0.585	-									$ -
			0.585	-									$ -
			0.585	-									$ -
			0.585	-									$ -
	Totals:	0		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Additional Page(s) Total:	
Total Amount to be Reimbursed:	$ -

My Signature Certifies:

- The listed expenses are legitimate.
- I have not been nor will I be reimbursed for these expenses by any other source(s).
- I have not earned frequent flyer points for personal use.
- Required receipts/documentation are attached.
- I have complied with University Policy.

Prepaid Expenses	Document #	Amount
Airfare:		
Conf. Registration:		
Other:		
	Total	$ -

Signature of Payee and Date

Optional Authorized Signature and Date

Fund	Dept ID	Program	PCBU	Project	Activity	Account	CF1	CF2	CS	Amount