

EmplID# Employee:

Personal Start Date:	Personal End Date:
AU Business Start Date:	AU Business End Date:

Personal Vehicle Mileage-641510

I certify that use of a personal vehicle was more advantageous than a commercial rental.							Yes	No
Select type of personal vehicle:		Automobile	Motorcycle	Airplane	I have an assigned state car on a permanent basis			
Date	Origin	Points Visited	Destination	Begin Miles	End Miles	Comm. Miles	Personal Miles	State Use Miles
If you shared transportation enter, Person(s) traveled with:							Total State Use Miles	
							Total	

Airlines-641120

Begin Date	End Date	Type of Transportation	Origin	Destination	Amount
Total					

Transportation-641110 (gasoline, public trans, taxi, train, tolls)

Date	Description	Amount
Total		

Parking-641170

Date	Description	Amount
Total		

Rental Vehicle-641160 (paid by employee)

Date	Description	Amount
Total		

Miscellaneous Expenses-641150

Date	Description	Amount
Total		

Explain any expenses that are unusual or exceed established limits:

"I do solemnly affirm under criminal penalty of a felony for false statements subject to punishments by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and mileage usage in the discharge of my official duties. I have not been reimbursed and have not nor will I file for reimbursement from any other source, for said expenses."

Traveler's Signature:	Printed Name:	Date:
Supervisory Approval Authorizing Travel and Campus Absence	Budgetary Approval for Expenditures	SPA Approval (Foreign Travel Only)
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____