

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
							Total State Use Miles	
							Total	

If you shared transportation enter, Person(s) traveled with:

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 in the discharge of my official duties. I have not been reimbursed and have not nor will I file for reimbursment 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: