EXPENSE REPORT INFORMATION

Name: _												
Departme	ent: Classics [East Asia	an 🗌 French	& Italian German Hispanics Slavic								
Affiliation	: Faculty	Staff	Graduate Stude	nt Guest								
Travel Typ	oe: Non-Travel	☐ Dome	estic 🔲 Intern	national								
	on & Dates:e- please list dates in eac											
Trip Purpo	ose:											
Event Nar	ne/Business Purpose: _											
Claiming p	per diem? 🔲 Yes	☐ No										
	o Charge: Departm tach Dept. Chair's approv	-		culty Research Funds Start-Up Funds Other:								
	AL RECEIPT INFORMATION:											
Individual	RECEIPT INFORMATION:											
INDIVIDUAL Date of Receipt	RECEIPT INFORMATION: Vendor	Amount	Payment Method OneCard or Personal	Notes/Expense Type Airfare, Lodging, Meals, Registration, Event Supplies, Research Materials, Other *If Meals- state if personal, group, or if alcohol was purchased. Include attendees. *If other- please describe	Receipt Submitted							
Date of		Amount	Method	Airfare, Lodging, Meals, Registration, Event Supplies, Research Materials, Other *If Meals- state if personal, group, or if alcohol was purchased. Include attendees.								
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