

Instructions for Completing Expense Account Form

- 1) Print or type your full name
- 2) Print or type your full, permanent, remit to address
- 3) Print or type your employee/student i.d. and social security number
- 4) Indicate your method of travel
- 5) Indicate the purpose for this travel
- 6) Indicate each day's expenses under the appropriate day/date
- 7) Indicate each day's expense total(s)
- 8) Indicate the grand total of all expenses filed
- 9) Indicate the date, day, and arrival/departure time
(the arrival/departure time will determine what meal reimbursement(s) is allowed)
- 10) Indicate the trip(s) to/from destination (include city, county, and state)
- 11) Enter the total amount of miles incurred for the entire trip
(your starting point should be SSU or your home - whichever is closer - when you begin your trip)

Enter the total reimbursable miles if applicable
- 12) Employee's signature and date
- 13) Immediate Supervisor's signature and date
- 14) Dean/Vice-president's signature and date
- 15) Enter total amount approved, department code, and signature of each approving authority*

[*Please note: reimbursement will be based on the amount(s) indicated and approved in this section]