

Bemidji State University/NTC

Student Expense Report

NAME:			Full Address:					Student ID:		Account Number # (By Supervisor)				
__In State	__Advance?	How much?												
__Out State	__Final Exp?		Trip Start:		Trip End:		Reason for travel:		Agency:					
Job Title: Student		Acctng Use information:	E26	0070										
	Departure		Arrival		Meals in \$			Private Car Miles			Confer.	Lodging	Other	Subtotals
Date	Time	From	Time	To	Breakfast	Lunch	Dinner	Miles	x Rate	Mileage Total	Reg. Fee		(gas, taxi, air, bus)	Across
Subtotals Down														
Office Use	Input Object Codes													

**If using private car for out-of-state travel, what would lowest air fare to destination be? _____ Grand total-down

I declare under the penalties of perjury that this claim is just and correct and hereby authorize a deduction equal to the amount of any / all advances received by me for the purpose of this trip.

Student Signed: _____ Date: _____

Approved base on knowledge of the necessity for travel and on the basis of compliance with all travel regulations.

Supervisor Signed: _____ Date: _____

Name that approved travel request is under: _____