

# Bemidji State University/NTC

## Student Expense Report

NAME:			Full Address:					Student ID:		Account Number # (By Supervisor)				
_In State														
_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
<b>Subtotals Down</b>														
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: \_\_\_\_\_**