

Bemidji State University | Northwest Technical College

7/26/19

Non-employee Expense Report

NAME: (PRINT)	Full Address: (PRINT)	*SS# Required*	Account Number#							
Phone Number		Reason for travel / expenses:								
Trip Start : Date & Time		Trip End: Date & Time								
Daily Description: Date, Location & Time	Meals in \$			Private Car Miles			Lodging	Air	Other	Subtotals
	Breakfast	Lunch	Dinner	Miles	x Rate	Mileage Total				
Subtotals Down										
Office Use	Input Object Codes									
Grand total-down										

I declare under the penalties of perjury that this claim is just and correct.

Signed: _____

Date: _____

Approved, based on knowledge of the necessity for travel and in compliance with all travel regulations.

BSU Authorized Signature: _____

Date: _____

Please attach receipts

Electronic signatures not accpeted