

Bemidji State University | Northwest Technical College

Student Expense Report

NAME:	Full Address:	Student ID:	Account Number # (By Supervisor)							
Trip Start: Date & Time		Trip End: Date & Time		Reason for travel / expenses:						
Daily Description: Date, Location & Time	Meals in \$			Private Car Miles			Lodging	Air	Other	Subtotals
	Breakfast	Lunch	Dinner	Miles	x Rate	Mileage Total				
Subtotals Down										
Grand total-down										

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

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: _____

Please attach receipts

Name that approved travel request is under: _____