

Traveler's Status: Please circle one		California Institute of Technology Standard Business Travel Expense Report			Page 1 of	1	
-Employee / Student / Non - Employee-					T# -		
Traveler's Name		Social Security #		Department		Date Submitted	
Traveler's Home Address		Disposition of Check					
Address:		Home or Mail Code :		Call for pick-up: Ext			
		Prepared By and Extention			Inclusive Period of Travel		
City:		Prepared By:		Beg.Date:		Hour - AM/PM	
State:		Extention:		End Date:		Hour - AM/PM	
Zip:							
Project		Task	Award	Organization		Expenditure	Amount
				CALTECH			
				CALTECH			
				CALTECH			
				CALTECH			
Purpose of Trip and Business Destination							
Description of Expenses. Expense record - Completed at conclusion of trip							
(Receipts required for all starred (*) items and any items \$75 and over)		MONTH/DATE - EXPENSES INCURRED					
							TOTAL
*Airfare/Trainfare							-
Local Transportation (Taxi,Tips,Shuttle,etc.)							-
*Auto Rental/Storage							-
*Lodging / Per Diem or Actual							-
*Meals & Tips/Per Diem or Actual (Traveler only)							-
Valet/Laundry (Include Tax & Tips)							-
Telephone/FAX/Computer Hookups							-
*Entertainment							-
*Other/Misc. Expenses							-
Total Expended		-	-	-	-	-	-
Entertainment Explanation (Include names of participants and objective. Please use extra sheet(s) if more space is required.)							
Other/Misc. Expenses (Note: If expenses are for a relocation, this document must be routed to H.R. or appropriate department for additional approvals.)							
Non-Caltech Reimbursements							
Foreign Currency Exchange Rate (Include date and rate exchanged by U.S.)							
Receipts Attached		<input checked="" type="checkbox"/> YES (Please attach to back of Exp Rpt)		<input type="checkbox"/> NO		LESS ADVANCES (Please enter Amts as positive numbers)	
I certify that this report correctly describes the actual amount of allowable business expenses incurred in the performance of my assigned duties.				Non-Caltech Reimb. Only		(+)	
				SUB-TOTAL			
Traveler's Signature				Cost of Furnished Tickets		(+)	
				Amt. Advanced to Traveler		(+)	
Approved By: (Signature required)				Advances "Other "		(+)	
				TOTAL ADVANCES		(=)	
Travel Audit Approval:				Refund Due Institute (If Advance greater than expended)			
				Amt. Due to Traveler (If expended greater than Advance)			