# Travel & Business Expense Report (TER)

**Summary**

<table>
<thead>
<tr>
<th>Internal Invoice Number</th>
<th>TOTAL EMPLOYEE REIMBURSABLE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LESS ADVANCES</td>
</tr>
<tr>
<td></td>
<td>NET REIMBURSEMENT DUE TO (FROM) EMPLOYEE</td>
</tr>
</tbody>
</table>

**Travel**

- **Date**: 
- **Department**: 
- **American Express / Employee Name**: 
- **Contact**: 
- **Phone**: (* _____________ *) ( ___ )
- **Mail To Address**: 
- **Purpose of Travel**: 
- **Vendor ID # @**

**Accounting Distribution**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account</th>
<th>Activity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7825</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7806/7807</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7816/7817</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7821/7822</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7801</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date**

- **Description**: 
- **Mileage**: 
- **Airfare**: 
- **Lodging**: 
- **Meals**: 
- **Car Rental**: 
- **Other**: 
- **Total**: 

**Subtotal**: 0.00 0.00 0.00 0.00 0.00 0.00 0.00

**Other Comments**

**Entertainment (7364) and Business Meals (7374)**

- **Date**: 
- **Location**: 
- **Business Purpose**: 
- **Persons Attending**: 
- **Total**: 

**Subtotal**: 0.00

**Signatures/Approvals**

- **Employee**: 
  - "I hereby certify that this claim is true and correct and that all expenses claimed were incurred on approved University business."
- **Department Head**: 
  - "I hereby approve this claim and certify its reasonableness."
- **Area Dean/Vice Pres**: 
- **Controller’s Office**: 

**Subtotal**: 0.00