

Travel Reimbursement Report



Marshall B.
KETCHUM UNIVERSITY

Marshall B. Ketchum University [Expense and Travel Policy](#) requires documentation for all travel expenses.
Please attach **original itemized receipts**, excluding meals.

Employee Name: _____

GL Account #: _____

Date of Travel: _____

Car Rental: Yes No

Purpose: _____

Department: _____

Supervisor: _____

Dept Code and Object:

xxxxx - 7450 = Business Travel

xxxxx - 7480 = Professional Meetings & Conference

Day	Date	Meals Provided			Meals per diem rate \$81.00*	Lodging	Airfare	Mileage 72.5 cents per mile	Misc.	TOTAL
Sunday		B	L	D						\$
Monday		B	L	D						\$
Tuesday		B	L	D						\$
Wednesday		B	L	D						\$
Thursday		B	L	D						\$
Friday		B	L	D						\$
Saturday		B	L	D						\$
TOTAL					\$	\$	\$	\$	\$	\$
									<i>Balance Due</i>	\$

*Subtract the following for provided meals: breakfast-\$22.00, lunch-\$23.00, dinner-\$36.00

Employee Signature Date

Authorized By Date

DO NOT USE THIS FORM FOR MBKU CREDIT CARD CHARGES.