

Expense Report



WEST CHESTER UNIVERSITY

Name
 Department
 Period From 1/0/00 to 1/0/00
 Per Mile
 Reimbursement 0.535
 Total Reimbursement
 Due 0

Date Submitted

Approved

SSI Account Number:

Date	Description of Expense	Starting Location	Ending Location	Airfare	Lodging	Ground Transportation (Personal Car, Rental, or WCU Vehicle)	Meals & Tips	Gas & Tolls	Starting Miles	Ending Miles	Miles Traveled	U.S. \$
						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
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						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
						<input type="checkbox"/> Personal Car <input type="checkbox"/> WCU <input type="checkbox"/> Rental					0	
Totals												

EXPENSES MUST BE SUBSTANTIATED BY RECEIPTS

ATTACH GOOGLE MAPS OF TRAVEL