

BA-12 (Rev.6/17)

Travel expense report must be submitted within 10 business days of the travelers return.

The statement on the reverse side must be completely filled in by the payee prior to signature.
Receipts must be attached as required by travel regulations.

NAME OF OFFICER OR EMPLOYEE

ADDRESS

CITY

DATE OF CLAIM

DEPARTMENT

	G-NUMBER
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ENCUMBRANCE NUMBER

	DATES OF TRAVEL
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Expense Summary			
Automobile:	Per Mile Cost:	0 miles @ .58 per miles	\$0.00
Subsistence:	LODGING		\$0.00
	MEALS		\$0.00
			\$0.00
Tolls and Parking			\$0.00
Tips (FOR BAGGAGE HANDLING ONLY)			\$0.00
Other Expenses			\$0.00
Sub Total/Total Expenses			\$0.00
LESS: Prepaid Expenses			\$0.00
Total Reimbursable Costs			\$0.00

Certificate of Payee

I certify that this expense account is just and true in all aspects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

I certify that I am aware that I must provide receipts for all items paid by the Travel Credit Card, CBA, and Gas Card (i.e. conference registration, vehicle rental, lodging, and gas). If I cannot provide receipts or other supporting documentation for items paid by the Travel Credit Card, CBA, and Gas Card, the amount will be considered a personal expense. I will be required to sign a missing receipt form, and I must reimburse the University for the Total Amount of those charges. I will have two pay periods to resolve the matter or the amount can be deducted from my paycheck.

SIGNATURE OF PAYEE:	DATE:	TITLE OR POSITION	OFFICIAL DOMICILE
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Certificate of Head of Budget Unit

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that, in my opinion, the amounts claimed are just and reasonable.

SIGNED BY:	DATE:	NAME	TITLE
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REMARKS BY HEAD OF BUDGET UNIT IN EXPLANATION OF UNUSUAL ITEMS, ETC.

TO BE COMPLETED BY DISBURSEMENT OFFICE ONLY:

[illegible]