

Instructions for Completing the Travel Expense Form

When to Use: When reporting expenses for authorized employee or student travel
Where to Find: <http://www.finsvc.duke.edu/gap/forms.html>
Procedure: [GAP200.022, Travel Expenses](#)

Note: If using the Excel version of the form, the totals will calculate automatically. Also information to be entered by the department has been highlighted in green. Submit Travel Expense Forms to Employee Travel & Reimbursement, Box 104144 Durham, NC 27708

The form includes a second page. If using only one page complete as usual, ensure that the data is entered in sheet 1. **Special instructions for the second page are found in Section F.**

VERY IMPORTANT: Do not use the CUT and PASTE function when completing this form.

SECTION A: GENERAL INFORMATION

A. GENERAL INFORMATION:	DUKE UNIQUE ID:	
Departure Date:	Time:	Domestic:
Return Date:	Time:	International:
Purpose of Trip:		

Enter the person's **Duke Unique ID (Must be a Duke employee or a Duke student)**.
 If the ID is unknown, search at:
<https://dukeid.duke.edu:8882/emailalias/owa/publicsearch>
 (both the birth date and SSN # are required).

Clearly state the **business purpose** of the trip.

Enter the **Departure Date and Time** and the **Return Date and Time**. This time is when the person leaves/returns from home or work. Time must be listed in military time.
 Indicate the **type of trip (Domestic or International)** by placing an **X** in the appropriate box.

Enter the full name: **First Name, Middle Initial, and Last Name**.

Payee Name:	
Destination:	
Country:	Region:

Enter the **Travel Destination**.
 If an **International trip**, include the **Country and Region**.

Trip Activity Type: Check Pick Up: Students Only

Enter the **Trip Activity Type** (see dropdown or below for codes):

C=Training	R= Relocation
D=Development	S= Conference
G=Research	T= Trainee Travel
H= Home Care Visits	U=Athletics
O=Recruiting Students/OTHER	X=General Business Trip

FOR STUDENTS ONLY: Indicate a **Pick Up Location**. Students will receive reimbursement via a check. Checks can be picked up at **A - 705 Broad Street** OR **B – Student Services Center (SSC)**.

NOTE: Employees with direct deposit (including students who are employees) will receive reimbursement through direct deposit with email notification. Those without direct deposit may pick up checks at 705 Broad St. with a valid Duke picture ID.

Employment/Student Status
Check appropriate box below:

<input type="checkbox"/>	Non-Exempt (Biweekly-UB)
<input type="checkbox"/>	Exempt (Monthly-UM)
<input type="checkbox"/>	Non-Comp (MWE-UA)
<input type="checkbox"/>	Registered Duke Student

Indicate the **current payroll or student status** by placing an **X** in the appropriate box

SECTION B: DISTRIBUTION OF CHARGES

B. DISTRIBUTION OF CHARGES: List the cost object(s) for distribution and indicate the percent to distribute to each. Include cost indicator and company code.

Cost Object:	<input type="text"/>	Dist (%):	<input type="text"/>	Cost Indicator:	<input type="text"/>	CC:	<input type="text"/>	Cost Object:	<input type="text"/>	Dist (%):	<input type="text"/>	Cost Indicator:	<input type="text"/>	CC:	<input type="text"/>
Cost Object:	<input type="text"/>	Dist (%):	<input type="text"/>	Cost Indicator:	<input type="text"/>	CC:	<input type="text"/>	Cost Object:	<input type="text"/>	Dist (%):	<input type="text"/>	Cost Indicator:	<input type="text"/>	CC:	<input type="text"/>

List the **Cost Object(s)**, i.e., **Cost Center** or **WBS Element** to be charged:
In general Company Code 0010 = 7 digits
Company Codes 0020-0060 = 9 digits.

Indicate the **percent (%) of total reimbursable expenses** to distribute to each cost object. **Distribution must equal 100%.**

Enter the **Cost Indicator** for each cost object:
• **C** for Cost Center or
• **W** for WBS Element

Record the four **digit Company Code** associated with each cost object (example CC: 0010)

Example:

Cost Object:	1571234	Dist (%):	50.00	Cost Indicator:	C	CC:	0010
Cost Object:	1575678	Dist (%):	50.00	Cost Indicator:	C	CC:	0010

Note: Individual receipts CAN be distributed to a different cost object in Section D. (For instructions, refer to **OPTIONAL Cost Distribution for Individual Receipts** in Section D.)

SECTION C: REGISTRATION AND TRANSPORTATION EXPENSES

- Record all registration and transportation expenses related to the trip, both reimbursable and prepaid expenses (i.e., those paid with the Duke Corporate Card). If a particular expense has both reimbursable expenses and prepaid expenses, enter one under the Misc. Daily expenses section. Drop downs have been added to the Misc. Daily expenses for all of the registration and transportation type of expense.
- For reimbursable expenses: attach original receipts.
- For prepaid expenses: forward original receipts to your department PARIS administrator.
- Record a receipt number (e.g. 1, 2, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B.

For Mileage Reimbursement:

- Indicate the **Vehicle Type** (P=personal car; C=courtesy car(Athletic Department use only));
- Enter the **total number of miles** and the **mileage rate** (see dropdown) for the current rates.
- Record the **total mileage cost** (# of miles multiplied by the rate) in the **TOTAL** column to the right.

										TOTAL
Mileage Reimbursement:	Vehicle Type:	Total # of Miles:		Mileage rate for vehicle type:		Total Mileage Costs				
Registration:	Exp Type:	Airfare:		Exp Type:	Rental Vehicle:		Exp Type:			
Parking:	Exp Type:	Taxi:		Exp Type:	Other Transportation:		Exp Type:			

For Registration and Transportation costs (air, rental vehicle, parking, taxi, other):

- Enter the **amount and expense type** in the appropriate fields (see **Expense Types**).
- Total each row across** and **enter amount in Total Column**.

Note: If individual receipts for amounts listed in this section need to be distributed to a different cost object(s) than listed in Section B, list the receipt number in the box to the right of the amount. Refer to **OPTIONAL Cost Distribution for Individual Receipts** in Section D.

For expense types: Refer to the Quick Reference Guide, on the web, or use the drop down feature in Excel.

- Development expense types are for expenses relating to Development, Fund Raising, Alumni Meetings, Student Recruitment, Public Relations Activities.

Note: For all P Card expenses, select **Expense Types denoted with "P" (Prepaid)**, e.g., REGP.

Example:

										TOTAL		
Mileage Reimbursement:		Vehicle Type:		P	Total # of Miles:		64	Mileage rate for vehicle type:		0.36	Total Mileage Costs	23.04
Registration:	350.00	Exp Type:	REG	Airfare:	325.00	Exp Type:	ARP	Rental Vehicle:	125.00	Exp Type:	RNP	800.00
Parking:	26.00	Exp Type:	PK	Taxi:	55.00	Exp Type:	TX	Other Transportation:		Exp Type:		81.00

SECTION D: MISC. DAILY EXPENSES

- Record all miscellaneous expenses related to the trip, both reimbursable and prepaid expenses (i.e., those paid with the Duke Corporate Card)
- For reimbursable expenses: attach original receipts
- For prepaid expenses: send original receipts to your department PARIS administrator
- Record a receipt number (e.g. 1, 2, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B.

Record the date of each day of the trip in the space provided.

Optional Cost Distribution for Individual Receipts: Enter a receipt number (e.g., 1, 2, 3, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B. Start with receipt #1 and increment the number for each receipt to be charged differently.

Record the receipt numbers and distribution of expenses in the **OPTIONAL Cost Distribution for Individual Receipts** section (see next page).

D. MISC. DAILY EXPENSES		Date		Date		Date		Date		Date		Date		
Enter trip dates														
Expense Type & Description	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount

List miscellaneous daily expenses (lodging, meals, phone, etc.) as follows:

- Enter an **expense type and description** (e.g., HTP= Lodging Prepaid; BK= Breakfast; LNP= Lunch Prepaid). Use the dropdown or see the separate **Quick Reference Guide**, on the web, for information on the expense type codes that can be used.
- Enter the **daily amount** for each expense type under the corresponding date.
- Repeat steps for all expense types.

Example:

D. MISC. DAILY EXPENSES	Date		Date		Date		Date		Date		Total
Enter trip dates here	8/25/03		8/26/03		8/27/03		8/28/03		8/29/03		
Expense Type & Description	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	
HTP-Lodging Prepay		125.00		125.00		125.00		125.00		125.00	625.00
ENT-Entertainment/Social			1	55.00			2	155.00			210.00

OPTIONAL: COST DISTRIBUTION FOR INDIVIDUAL RECEIPTS

This section should be used to distribute to other cost objects the charges denoted with receipt numbers in Sections C and D.

IF APPLICABLE:

- List the receipt numbers used in Sections C & D.
- Include the **cost distribution** information for each numbered receipt (the total distribution percentage for each receipt number **MUST** equal 100%).

Note: Receipts not numbered will be distributed to cost object(s) listed in Section B.

OPTIONAL Cost Distribution for Individual Receipts				
Rec#	Dist%	Cost Object	CI	CC

Example:

OPTIONAL Cost Distribution for Individual Receipts				
Rec#	Dist%	Cost Object	CI	CC
1	100	1574321	C	0010
2	50	1579876	C	0010
2	50	1516789	C	0010

SECTION D (continued):

Foreign Per Diem in lieu of documentation:

The **entire** trip must be documented using either actual expenses or per diem.

Enter the following:

- Rate for meals and incidentals
- Rate for lodging
- Number of days meals (must be included if Meal & Inc Rate is used)
- Number of days lodging (must be included if Lodging Rate is used)

Record the total per diem expenses (# of days meals multiplied by Meal & Inc rate plus # of days lodging multiplied by Lodging Rate) in the TOTAL column on the far right.

Foreign Travel Per Diem in lieu of documentation:	Meal&Inc Rate:		Lodging Rate:		# of days meals		# of days lodging	
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For Entertainment and Business Meetings:

- *List the names of people who attended and the business purpose in the space provided in section D.*

SECTION E: REIMBURSABLE EXPENSES

E.	TOTAL EXPENSES	
	Less Prepaid Charges	
	Less excess of departmental allocation or amount reimbursed by non-Duke sources	
	TOTAL REIMBURSABLE EXPENSES	

Add the Total column in Section C & D and record the **Total Expenses** in Section E.

Enter the **Prepaid Expenses** (items coded with a prepaid expense type) included in Section C & D.

Enter the **total amount in excess** of departmental allocation or amount reimbursed by non-Duke sources. **Do not include Travel Advance.**

Enter the **total reimbursable expenses**.
(Total expenses-prepaid charges-excess of dept. alloc)

SECTION F: LESS TRAVEL ADVANCE

F.	Less TRAVEL ADVANCE issued to Employee Being Reimbursed	
	AMOUNT DUE DUKE (if advance > charges)	
	AMOUNT DUE PAYEE (if advance < charges)	

If applicable, deduct the **Travel Advance** from the **Total Reimbursable Expenses**. *Note: The Travel Advance being cleared must have been issued to the employee being reimbursed.*

If the Travel Advance exceeds reimbursable expenses, attach a personal check or deposit receipt issued from the Bursar's Office.

If the reimbursable expenses exceed the Travel Advance, enter the amount due to the payee.

SECTION G: APPROVALS

The Travel Expense Form **must be approved by a Department Head or PI (other than payee).**

G. I certify I have expended the amounts shown above for travel as indicated. The items were taken from records kept by me and, to the best of my knowledge, are correct. If chargeable to a grant or contract funded by an agency other than Duke University I certify the claimed travel expenses were by the most economical method and comply with the conditions of the grant or contract.

APPROVED BY

Department Head or PI (other than payee)

Print name	Date
Signature	Title
Prepared by	Telephone #

REVIEWED BY

Payee signature		
Department	Date	Employee Travel and Reimbursement
		Date

The payee is **required** to sign the travel expense report to certify accuracy. If the payee is not available, someone with first hand knowledge of the expenses incurred may sign. Record the date and the department of the payee.

- **Submit original with receipts to Employee Travel & Reimbursement, Box 104144**
- **Make a copy for departmental records.**
- **Submit an extra copy of the form (attached) if charged to a 3xx cost object (except 36x, 39x)**
- **For assistance call 681-0208 or email employeetravel@duke.edu**

SECTION H: SECOND PAGE

Complete Page 1 before beginning Page 2. *Note: If using an amount for (Less excess of departmental allocation or amount reimbursed by non-Duke sources) it must be entered on Page 1.*

Once Page 1 has been completed, begin Page 2.

- The **General Information** entered on page one in **Section A** will appear on Page 2.
- **Section B** has been eliminated on Page 2. The **Distribution of Charges** will be as it was on Page 1 unless the **Optional Cost Distribution for Individual Receipts** is used.
- **Section C** has been eliminated on Page 2. If there are additional registration and transportation expenses to be charged, use the appropriate expense types in **Section D – MISC. DAILY EXPENSES**.
- In **Section E – REIMBURSABLE EXPENSES**, the amounts entered on Page 1 will be used and a grand total Due Payee or Due Duke will be calculated.

Print each sheet separately.