



### Instructions for Completing Travel Expense Report

1. Complete all sections of form.
2. Itemize all expenses in appropriate daily column, indicating date above day of the week. If more space is needed, attach a separate sheet. Summarize daily expenses in total column. Provide **original** receipts and ticket stubs.
3. Indicate any advance received or paid directly to vendor. If this advance exceeds actual expenses of the trip, the traveler should write a personal check made out to Butler Hospital for the difference.
4. Traveler and supervisor signatures are required before any expenses can be reimbursed.

The following are considered appropriate receipts:

- Air Transportation--passenger coupon and ticket stub
- Taxi drivers will provide receipts when asked
- Lodging--original hotel/motel receipt
- Meals--credit card receipt or cash register receipt
- Conference/Registration Fees--copy of registration form and brochure showing location, dates and costs accompanied by either a canceled check or receipt from the conference sponsor
- Other--original receipt for any item over \$15.00
- It is imperative that you keep all original purchase receipts and hand them in for reimbursement. The finance department will NOT reimburse ANY expenses WITHOUT an original receipt. We also ask you to keep personal checks, credit card and bank statements until you have received reimbursement for your purchases.

NOTE: There is a reimbursement guideline packet in the residency lounge that will guide and answer any questions you may have.