

# BOWIE STATE UNIVERSITY

## Travel Reimbursement Form

For Agency Use Only	
Program and Item Number	Amount

**AGENCY:** Bowie State University R23  
**NAME:** (1) Jane Done  
**HOME ADDRESS:** (1) 1000 Look Drive  
**City:** (1) Bowie      **State:** MD      **Zip:** 20715  
**S.S. #** (1) 000-00-0000  
**Office Location** Bowie State University  
**1-Way Commute Miles to Office:** 5 (2)

For Period Beginning: 08/02/10 Ending 08/06/10

DATE	08/02/10	08/03/10	08/04/10	08/05/10	08/06/10	TOTALS
DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Hotel Room (3)	87.52	87.52	87.52	87.52		350.08
Breakfast (4,5,6)	8.00	8.00	8.00	8.00	8.00	40.00
Lunch (4,5,6)	10.00	10.00	10.00	10.00	10.00	50.00
Dinner (4,5,6)	24.00	24.00	24.00	24.00		96.00
Telephone (7)	4.00		4.00			8.00
Fare (indicate below) (8)						0.00
Taxi and/or Shuttles (9)						0.00
Bridge or Road Tolls (10)						0.00
Mileage*(Dollar Amount) (11)	122.50				122.50	245.00
Parking (12)						0.00
Registration Fee (13)						0.00
Miscellaneous Expenses (14)	2.00				2.00	4.00
Other Expenses (15)						0.00
<b>Totals</b>	0.00	258.02	129.52	133.52	129.52	142.50
					0.00	793.08

Method of Travel: (8)  Plane  Train  Bus  State Vehicle  Private/Personal Vehicle      Other: \_\_\_\_\_

Purpose of Travel: (16) \_\_\_\_\_

Date	(17) Time		(18) TERRITORY COVERED INCURRING ABOVE EXPENSES	Total Number of Miles Traveled	Less: Normal Commute Miles	*Reimbursable Miles
	Start	End				
Sunday						0.0
8/2	6:00 am		Bowie, MD to Pittsburgh, PA	250.0	5.0	245.0
Monday						0.0
8/3						0.0
Tuesday						0.0
8/4						0.0
Wednesday						0.0
8/5						0.0
Thursday						0.0
8/6		4:00 pm	Pittsburgh, PA to Bowie, MD	250.0	5.0	245.0
Friday						0.0
Saturday						0.0
<b>Total Reimbursable Miles</b>						<b>490.0</b>

**Certified just and correct:**

Employee Signature/Date      Supervisor Signature/Date      Dean/Director Signature/Date      V.P./Provost Signature/Date      Sponsored Programs/Date

(19) Account	Fund	Department	Program	Class	Grant/Project	Subtotals
3331	40	155040	06	04		396.54
3331	40	155020	06	04		396.54
<b>TOTAL</b>						<b>793.08</b>