

(SEE INSTRUCTIONS ON THE OTHER SIDE)

Name									EXPENSE REPORT	
Address									SACUBO	
City/State/Zip										
Purpose										
Location										
Date(s) Expenses Incurred										
EXPENSE ITEM	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS		
Date →										
1. Breakfast									\$ -	
2. Lunch									\$ -	
3. Dinner A32									\$ -	
4. Lodging									\$ -	
5. Meals and refresh- ments for others									\$ -	
6. Airfare									\$ -	
7. Taxi & Limousine									\$ -	
8. Mileage Reimburse- ment 58.5¢ (40 miles @ 58.5 cents = \$23.40									\$ -	
9. Other Transportation									\$ -	
10. Telephone									\$ -	
11. Other (explain)									\$ -	
12. Honoraria									\$ -	
TOTAL									\$0.00	

DETAIL EXPLANATION OF ITEM 5 USE REVERSE SIDE IF NECESSARY			EXPLAIN BY ITEM NUMBER ANY UNUSUAL EXPENSE (OTHER THAN ITEM 5)
Date	NAME OF PERSON(S)	AMOUNT	

Mail to: Mrs. Marcie Smith, Treasurer
 Asst VP for Business, Finance/Controller
 Auburn University
 126 Ingram Hall
 Auburn, AL 36849-5102

Signature _____

Make Check Payable to: _____

Date Submitted: _____

INSTRUCTIONS FOR COMPLETING SACUBO EXPENSE REPORT

(Lines 1-3)	BREAKFAST, LUNCH, DINNER	Enter cost including tips
(Line 4)	LODGING	enter cost of lodging (including tax) only; no meals
(Line 5)	MEALS AND REFRESHMENTS FOR OTHERS	Enter cost of lodging (including tax) for others and list names of persons in the block provided at the bottom of the sheet. Include cost for oneself if group meals
(Line 6)	AIR/RAIL	Enter amount of airfare or rail tickets
(Line 7)	TAXI AND LIMOUSINE	Enter cost of taxi and limousine, including tips.
(Line 8)	MILEAGE REIMBURSEMENT	Enter amount of total mileage and multiply by the current SACUBO mileage reimbursement rate (58.5¢ - e.g. 40 miles @ \$.585 - \$23.40).
(Line 9)	OTHER TRANSPORTATION	Enter miscellaneous transportation such as rental car, parking tolls, etc.
(Line 10)	TELEPHONE	Enter cost of telephone
(Line 11)	OTHER	Enter miscellaneous expenses with explanation.
(Line 12)	HONORARIA	If applicable; enter social security number in explanation box.

Receipts and Records -- Receipts for all costs are necessary to conform with the rules of the IRS Code. However, for reasons of practicality, receipts for all hotels and for air, rail, and rental car costs, and for other costs of \$25.00 or more (such as for meals) will suffice. Specifically, the paid room bill for lodging and the passenger coupon for air and rail travel are standard documentation. Original receipts should be attached to the expense voucher if reimbursement is to be made to the individual. Photocopies of receipts are acceptable if reimbursement is to be made to the institution. Requests for an exception to this requirement must be fully explained.