



SACUBO EXPENSE REPORT

See instructions on Sheet 2

Name								
Address								
City/State/Zip								
Purpose								
Location								
Dates Expenses Incurred								
EXPENSE ITEM	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTALS
<i>Enter Date</i>								
1. Breakfast								\$
2. Lunch								\$
3. Dinner								\$
4. Lodging								\$
5. Meals & refreshments for others (See Below)								\$
6. Airfare								\$
7. Taxi & Limousine								\$
8. Mileage Reimbursement (calculated based on IRS \$.55/mi.)	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Input number of miles driven during entire trip </div>						miles	\$
9. Other Transportation / Airport Parking								\$
10. Telephone								\$
11. Other (Explain Below)								\$
12. Honoraria								\$
							TOTAL	\$

Detail Explanation of Item #5 Use additional lines if necessary			Explain by Item Number any Unusual Expense (Other than #5)
Date	Name of Person(s)	Amount	

Mail to: Mr. C. Ray Hayes, SACUBO Treasurer
 The University of Alabama System
 Vice Chancellor for Financial Affairs
 7 Pinehurst
 Tuscaloosa, Alabama 35401-1551

Signature _____

Make Check Payable to: _____

Date Submitted: _____