

**TUSKEGEE UNIVERSITY  
EXPENSE ACCOUNT**

This form to be used for reporting:

1. Travel expenses
2. Local purchases from advances

Report of expenditures by: \_\_\_\_\_

In connection with: \_\_\_\_\_

GL Account No. \_\_\_\_\_

Check Request No. \_\_\_\_\_

Date	Explanation	Ground Transportation	Hotel or Lodging	Meals/Per Diem	Taxi	Telephone Telegram	Other Expenses (Itemize)	Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
		\$	\$	\$	\$	\$	\$	\$
Signature: _____ Head of Department _____ (Of person making report)				<b>Grand Total Expenditure</b>				\$
BUSINESS OFFICE DATE – DO NOT FILL IN				<b>Amount Advanced</b>				\$
Audited _____ Approved _____ Office of Grants & Contract Accounting                      Business Manager								\$
				<b>Amount Due/Owed</b>				<b>\$</b>

- I. A report (one copy) is due at the Business Office not later than one week after the completion of any activity for which funds are advanced by Tuskegee University.
- II. Expenditures for personal items will not be approved.