



Non- Employee TRAVEL & EXPENSE REPORT

1a. Name: You name				2a. Phone Number: Your phone number			
1b. Address: Your address				2b. E-Mail Address: Your email address			
3. Job Number: 21606.CL2.WP1.C005.00/ C-005.00		4. Manager: Kirk Ayers		5. Week Ending:		13-May-17	
6. Date:		SUN.	MON.	TUES.	WED.	THURS.	FRI.
		05/07/17	05/08/17	05/09/17	05/10/17	05/11/17	05/12/17
From:				Gulfport, MS		Newport News, VA	
To:				Newport News, VA		Gulfport, MS	
7. Currency Conversion Rate: refer to www.oanda.com/converter/classic							
8. Total Mileage				40.00		40.00	
9. @ \$0.535/mile (06)		\$0.00	\$0.00	\$21.40	\$0.00	\$21.40	\$0.00
10. Parking/Tolls (06)						\$20.00	Airport Parking fee
11. Gas/Oil (06)		Gas should ONLY be submitted if mileage is not claimed. (I.E. when renting a car)					
12. Automobile Rental (02)							
13. Airfare (01)				\$350.00			
14. Train (02)							
15. Taxi/Limo/Public Transportation (07)		Transportation for work related events			\$12.35		
16. Hotel/Motel Actual Expense (03)		Split each day's cost by # of people who shared the room.		\$94.50	\$94.50		
17. Hotel Tax (CONUS) (05)				\$10.40	\$10.40		
18. Telephone (07)							
19. Meals & Incidentals Per Diem (04)		Only 75% per diem allowed on 1st & last trip days.		\$16.15	\$32.25	\$12.59	
20. Entertainment* (Itemize in 24 below)							
21. Conference Fee(s) (07)				\$225.00			
22. Other: Baggage (06)				\$25.00		\$25.00	
23. Totals		\$0.00	\$0.00	\$742.45	\$149.50	\$78.99	\$0.00
24. *ITEMIZED ENTERTAINMENT RECORD							
a. Date	b. Item	c. Location		d. Business Purpose		e. Name/Business	
9. Purpose of Trip: Include a brief description of the trip.				26. SUMMARY			
				a. Balance Forward from Previous Page			
				b. Total Expenses		\$970.94	
				c. Less Cash Advance			
25. Signature: _____ Date: 5/18/17				d. Less Expenses Paid by Company		\$784.80	
Approved By: _____ Date: _____				e. Balance Due		<input checked="" type="checkbox"/> Traveler \$186.14 <input type="checkbox"/> Company \$0.00	
Page _____ of _____ (Summarize on last page only)				Admin. Init. _____			

Science Systems and Applications, Inc.

Form 03ACCT 01/2017

Note on Trip Report the following statements when applicable:

*Hotel paid with SSAI Hampton Travel Card. * Airfare arranged through CI Travel. *Shared a hotel room with ...

All costs associate with your trip, that you did not pay. (I.E. hotel, airfare, car rental, conference fees, etc.)

Yellow boxes are required. Grey boxes are locked. None of the colors will print.
Fax this report, receipts & trip report to NPO.
Mail reports with original signatures and original receipts to NPO.

Instructions for Form 03-ACCT, Travel Expense Report

To be completed by business traveler within 5 days from the date of return or completion of each trip.

- Block 1. Name: Self-explanatory
- Block 2. ID Number: Enter the employee's six-digit employee number or vendor ID number.
- Block 3. Job Number: Enter applicable job number; consult with your manager if you are uncertain which job and task apply
- Block 4. Manager: Self-explanatory
- Block 5. Week Ending: Enter Saturday's date for the week your travel ends.
- Block 6. Date: (from and to): Once the "week ending" has been entered, the dates of the week will be filled in automatically.
- Block 7. Currency Conversion Rate: Enter the currency conversion rate used for each specific day of travel as it applies. Refer
- Block 8. Total Mileage: Self-explanatory
- Block 9. @ \$0.535/mile: Multiply mileage in block 8 above by 0.535.
- Block 10. Parking/Tolls: Enter the total of parking and/or tolls that apply to each day.
- Block 11. Gas/Oil: Enter the cost of oil and gas for rental car; do not enter an amount here if you are using your own personal
- Block 12. Automobile Rental: Enter the total cost of allowable automobile rental.
- Block 13. Airfare: Enter airfare applicable to this specific travel.
- Block 14. Train: Self-explanatory
- Block 15. Taxi/Limo/Public Transportation: Self-explanatory
- Block 16. Hotel/Motel Actual Expense (CONUS-Include Tax Below): Enter all hotel/motel expenses, excluding taxes for CONUS
- Block 17. Hotel Tax (CONUS): Enter the hotel tax here only for CONUS travel.
- Block 18. Telephone: Enter all business-related telephone expenses.
- Block 19. Meal & Incidentals Per Diem: Refer to the Per Diem Rates provided at gsa.gov.
- Block 20. Entertainment: Enter the total of all authorized entertainment expenses (requires pre-approval from manager)
- Block 21. Conference Fee(s): Enter all conference fees (if applicable).
- Block 22. Other: Enter any business-related travel expenses not specified above (requires pre-approval from manager).
- Block 23. Totals: Enter totals for each day.
- Block 24. *Itemized Entertainment Record
 - a. Date: Self-explanatory
 - b. Item: Self-explanatory
 - c. Location: Self-explanatory
 - d. Business Purpose: Self-explanatory
 - e. Name/Business: Self-explanatory
 - f. Amount: Self-explanatory
 - g. Purpose of Trip: Enter a brief description of trip justification as identified in Block 10 of Form 02ACCT,
- Block 25. Signature(s)/Approval (be sure to include page number and total page count).
- Block 26. Summary
 - a. Balance Forward From Page ____ :
 - b. Total Expenses: Self-explanatory
 - c. Less Cash Advance: Enter all cash advances.
 - d. Less Expenses Paid by Company: Enter all expenses paid by the company.
 - e. Balance Due (choose company or employee): Enter amount company owes the traveler or vice versa.