



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.	SAT.	WEEKLY EXPENSE SUMMARY	
		05/07/17	05/08/17	05/09/17	05/10/17	05/11/17	05/12/17	05/13/17		
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	\$0.00	\$42.80	
10. Parking/Tolls (06)						\$20.00	Airport Parking fee		\$20.00	
11. Gas/Oil (06)		Gas should ONLY be submitted if mileage is not claimed. (I.E. when renting a car)							\$0.00	
12. Automobile Rental (02)									\$0.00	
13. Airfare (01)				\$350.00					\$350.00	
14. Train (02)									\$0.00	
15. Taxi/Limo/Public Transportation (07)		Transportation for work related events			\$12.35				\$12.35	
16. Hotel/Motel Actual Expense (03)		Split each day's cost by # of people who shared the room.		\$94.50	\$94.50				\$189.00	
17. Hotel Tax (CONUS) (05)				\$10.40	\$10.40				\$20.80	
18. Telephone (07)									\$0.00	
19. Meals & Incidentals Per Diem (04)		Only 75% per diem allowed on 1st & last trip days.		\$16.15	\$32.25	\$12.59			\$60.99	
20. Entertainment* (Itemize in 24 below)									\$0.00	
21. Conference Fee(s) (07)				\$225.00					\$225.00	
22. Other: Baggage (06)				\$25.00		\$25.00			\$50.00	
23. Totals		\$0.00	\$0.00	\$742.45	\$149.50	\$78.99	\$0.00	\$0.00	\$970.94	
24. *ITEMIZED ENTERTAINMENT RECORD										
a. Date	b. Item	c. Location		d. Business Purpose		e. Name/Business		f. Amount		
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						
				d. Less Expenses Paid by Company						\$784.80
25. Signature: _____ Date: 5/18/17				e. Balance Due		<input checked="" type="checkbox"/> Traveler		\$186.14		
Approved By: _____ Date: _____						<input type="checkbox"/> Company		\$0.00		
Page _____ of _____ (Summarize on last page only)						Admin. Init. _____				

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.