## NON-OVERNIGHT TRAVEL EXPENSE LOG

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID No.</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### PURPOSE OF TRAVEL

- Admission Recruitment
- Supervision of Student Teachers
- Supervision of Prof. Semester Students
- Supervision of Student Nurses
- Supervision of Student Interns
- Supervision of Student Clinicians

### ACCOUNTING DISTRIBUTION

<table>
<thead>
<tr>
<th>COST CENTER / WBS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### TRAVEL COST INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>City</th>
<th>State</th>
<th>Actual Site</th>
<th>Personal Car</th>
<th>Meal Expense</th>
<th>Tolls/ Expense</th>
<th>Other Expense</th>
<th>Other Expenses Explanation</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leave</td>
<td></td>
<td></td>
<td></td>
<td>Miles $</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return</td>
<td></td>
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<td></td>
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</tbody>
</table>

### GRAND TOTAL

<table>
<thead>
<tr>
<th>TOTALS</th>
</tr>
</thead>
</table>

**Certification:** I certify that the statements and expenses claimed are correct, reasonable, and were incurred in the performance of University duties and that I have not and will not accept reimbursement of these expenses from any other source. I further certify that if my personal automobile was used for University business during the period of travel claimed, insurance coverage was in effect to comply with the Pennsylvania Motor Vehicle Financial Responsibility Law (Act 1984-11).

**Traveler’s Signature & Date**

/ /  

**APPROVALS**

- Supervisor/Chairperson Signature/Date

/ /  

- Dean/Director Signature/Date

/ /  

- Director of Grants & Sponsored Projects Signature/Date

/ /  

- VP/President Signature/Date

/ /  

**KUTZTOWN UNIVERSITY**