

FOR BUSINESS OFFICE USE ONLY

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Batch Number: _____ Voucher Number: _____
 Vendor Name: _____ Due Date: _____
 Invoice Number: _____ Description: _____
 Invoice Date: _____ Reference: _____

AMERICAN COUNCIL ON EDUCATION
 One Dupont Circle, NW, Washington, DC 20036-1193

Domestic Travel Expense Report

Please complete page 2 of the report. This report must be completed 10 days from the return of authorized travel. Page 2 of this form must be completed showing a daily report (a requirement of the Internal Revenue Service) of all travel expenses, which are summarized below. ACE encourages the attachment of all receipts to this report in accordance with its policies. **Receipts are not necessary for Meals and Incidental Expenses (M&IE) incurred for Domestic Travel of more than 12 hours, which are reimbursable as a flat per diem rate according to ACE's Domestic Travel Policy.** Any personal charges should be deducted. At a minimum, receipts must be attached for all expenses in excess of \$15.00. If receipts are not available, an explanation should be attached.

Vendor Number: To be completed by ACE staff

Project or Commission to be charged: To be completed by ACE staff

Trip Itinerary (include location & date)

Purpose: Name the purpose of the review
Location: Your travel from location Your travel to (review) location
From Date: Date travel from **To Date:** Date travel to

ACCOUNT/PROJECT NUMBERS

Account Number	Account Description	Department	Project
To be completed by ACE staff			

AMOUNT (from daily summary)

Transportation	223.69
Lodging	297.00
Meals & Incidentals:	248.50
Miscellaneous	102.84
Subtotal	<u>872.03</u>

Total Due 872.03 **Due to Traveler:** ACE staff **Due to ACE:** ACE staff

Date: ACE staff Approved by: ACE staff

CERTIFICATION

I certify that the above expenses were incurred by me on behalf of the American Council on Education and are in accordance with ACE's travel policies.

Your signature _____ Date _____
 Signature of Traveler _____

Please make check payable to:
 Name: Jane Doe
 Institution: State University
 Address: 123 Main Street
Any Town, CT 09876

