

Date: _____ Amount: \$ _____ (must be over \$50)
Payable To: _____ JU ID: _____
Address: _____ Phone: _____

Travel Dates

Departure Date: _____ Return Date: _____

Description of Travel: _____

NOTE: *Advances will be applied to the Employee Receivable Account and are the responsibility of the Employee.*

Please submit an Expense Report Form to the Expense Reports mailbox within **30 days** of the Return Date listed above to reconcile and clear the balance. This form can be found on the MyJUPortal under Financial Information.

Charge Expenses to Budget Unit ~~A~~