



**University of West Georgia**  
**Travel Expense Statement - NON EMPLOYEE**

Fund: \_\_\_\_\_ Dept: \_\_\_\_\_ Program: \_\_\_\_\_ Class: \_\_\_\_\_ Project ID: \_\_\_\_\_

<b>Agency/Division:</b>				<b>Travel From:</b>		<b>To:</b>		
Name:			Title:					
Office	Street:		City:		County:		State:	Zip:
Home	Street:		City:		County:		State:	Zip:
Office Phone:		Email:						

**Meals**

**Meal Code Descriptions:**  
**Select a code in the dropdown box located to the left of each meal.**

**NE - Not Eligible:** Meals not occurring within eligible depart and return times or meals included in registration fees.  
**REG - In State Regular:** B/L/D: 6.00 / 7.00 / 15.00 (High Cost Limited to: Chatham, Cobb, Dekalb, Fulton, Glynn, and Richmond Counties)  
**HGH - In State High Cost:** B/L/D: 7.00 / 9.00 / 20.00  
**OS - Out of State:** Enter daily per diem rate:

*If you have an unusual meal expense, use the miscellaneous expenses section on the next page.*

Date	Depart Time	Return Time	Breakfast			Lunch			Dinner			Total
			Code	Location	Amt	Code	Location	Amt	Code	Location	Amt	
<b>Total</b>												

**Lodging**

From	To	Location	Daily Rate	# Days	Total
<b>Total</b>					

**Purpose of Trip(s)**

From	To	Description

**Registration Fee**

Description	Amount

**Enter amount of Travel Advance:**

**Total Expenses**

Total Meals and Lodging	
Other Expenses (Page 2)	
Total Expenses	
Less Travel Advance	
Amount Due To/From NonEmployee	

Approval Authority \_\_\_\_\_ Date \_\_\_\_\_

Approval Authority \_\_\_\_\_ Date \_\_\_\_\_

**Personal Vehicle Mileage**

I certify that use of a personal vehicle was more advantageous than a state or commercial rental.  Yes  No

Select type of personal vehicle:  Automobile  Motorcycle  Airplane  I have an assigned state car on a permanent basis

Date	Origin	Points Visited	Destination	Begin Miles	End Miles	Commute Miles	Personal Miles	State Use Miles

If you shared transportation, enter person(s) traveled with:

**Total State Use Miles**  
**Mileage Rate \$**

**Commercial Transportation**

Begin Date	End Date	Type of Transportation	Origin	Destination	Amount
<b>Total</b>					

**Voice/Data Communications (Telephone Calls, Internet Charges)**

Date	Location	Person Called	Reason for Call	Amount
<b>Total</b>				

**Parking, Tolls, Portorage**

Date	Description	Amount
<b>Total</b>		

**Gasoline for Rental Vehicle**

Date	Description	Amount
<b>Total</b>		

**Miscellaneous Expenses**

Date	Description	Amount
<b>Total</b>		

**Explain any expenses that are unusual or exceed established limits:**

Total Other Expenses

**This page for Accounting use only**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Travel From: \_\_\_\_\_ to \_\_\_\_\_

Amount Due To/From Employee: \_\_\_\_\_

Employee ID	Vendor ID	PeopleSoft Loc	Terms	Gross \$	Acct Date
Invoice No.	Invoice Date	Handling Code	Voucher No.	Voucher Date	Acct Template
Effective Date	Description	Pay Date	Check #	Check Date	Location
Reference No.	Business Unit	Budget Year			

Line Description	Account	Fund	Dept	Program	Class	Project	Amount
Mileage	651510						
Meals	651130						
Lodging	651140						
Other (Parking, Tolls, Porterage)	651170						
Commercial Transportation Air	651120						
Automobile Rental	651160						
Common Carrier	651107						
Voice/Data Communication Svcs	771100						
Registration Fees	727110						
Miscellaneous Expenses	651150						
Travel Advance	125004						
Gasoline for Rental Vehicle	651110						
Travel between State Orgs							
Money Owed							

<b>Non-Employees</b>			
Account	Line Description	Class	Amount
	Mileage		
	Commercial Transportation		
	Subsistence		
	Miscellaneous Travel Expenses		
	Reimbursable Expenses		

Processed By: \_\_\_\_\_ Date \_\_\_\_\_

Entered By: \_\_\_\_\_ Date \_\_\_\_\_