This report, with the proper documentation, should be returned to the KU Center for Research, Inc. (KUCR) Business Office, Youngberg Hall OR to your departmental travel coordinator. Submit within 60 days of travel.
Name: $\qquad$ Date: $\qquad$
Address: $\qquad$ Phone: $\qquad$
City: $\qquad$ State: $\qquad$ Zip: $\qquad$
Email: $\qquad$ KU Employee: $\square$ Yes $\square$ No US Citizen: $\square \mathrm{Yes} \square$ No Destination: $\qquad$ Origin: $\qquad$
Purpose:

Have you attached an agenda or other backup documentation to this report? Yes $\square$ Were meals provided during your trip? Yes $\square$ No $\square$ If yes, please detail below.

| TRAVEL DATES \& TIMES |  |  |
| :--- | :--- | :--- |
| DEPARTURE |  |  |
| Date: | Time: | P.M. |
| RETURN |  |  |
| Date: | Time: | P.M. |


| PROJECT | ACCT. | AMOUNT |
| :---: | :---: | :---: |
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## Traveler Signature

| EXPENSES | AMOUNT: |
| :--- | ---: |
| Airfare |  |
| Hotel/Lodging |  |
| Meals (per diem only) |  |
| Car Rental |  |
| Taxi, Fares, Tolls, Parking |  |
| Mileage $\quad$ x .67 |  |
| Registration |  |
| Telephone |  |
|  | $\$ 0.00$ |


| ADVANCES/PAYMENTS | AMOUNT |
| :--- | :--- |
| Cash Advanced Voucher |  |
| Airfare Paid on Voucher |  |
| Registration Pd on Voucher |  |
| Other Support |  |
|  |  |
|  |  |
|  | $\$ 0.00$ |
| Total Advances/Prepayments |  |
| Less Total Expenses | $\$ 0.00$ |
| Balance Due Payable to KUCR | $\$ 0.00$ |
| Balance Due Payable to Traveler | $\$ 0.00$ |

Approval Authority Signature
Notes: $\qquad$

