KU CENTER FOR RESEARCH, INC.
The University of Kansas

Travel Expense Report

July 1, 2026

Business Services
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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: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____ KU Employee: ☐ Yes ☐ No US Citizen: ☐ Yes ☐ No

Destination: _____ Origin: _____

Purpose: _____

Have you attached an agenda or other backup documentation to this report? Yes ☐

Were meals provided during your trip? Yes ☐ No ☐ If yes, please detail below.

TRAVEL DATES & TIMES	
DEPARTURE	
Date: _____	Time: _____ P.M.
RETURN	
Date: _____	Time: _____ P.M.

EXPENSES	AMOUNT:
Airfare	
Hotel/Lodging	
Meals (per diem only)	
Car Rental	
Taxi, Fares, Tolls, Parking	
Mileage 0 x .76	0.00
Registration	
Telephone	
Total Expenses	0.00

PROJECT	ACCT.	AMOUNT
Total Assigned Amount		

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

_____ _____

Traveler Signature Approval Authority Signature

Notes: _____

Reset Form **Print Form**

Rev January 2025