

Washington University in St. Louis										Document #		
Faculty/Staff ___ WU Student ___ Res./Non-Res. Alien ___												
Travel Expense Statement with Foreign Currency Conversion										US Citizen ___ Consultant ___ Other ___		
										Empl. ID #/ Non-Empl. SSN#		
Name			Destination									
Address/Campus Box							Start Date		End Date			
Purpose for trip												
			Date	Date	Date	Date	Date	Date				
Actual Meal Costs:									Use www.oanda.com to obtain average exchange rate for applicable time period.			
Breakfast												
Lunch									Currency Type: USD			
Dinner									Exchange Rate: 1.000			
Other or Non-Itemization of Meals < \$50												
Alcoholic Beverages (36-87)							Total		Exchange Rate	USD Total		
1a	Total Actual Meals (a)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.000		
1b	Meal and Incidental Exp Per Diem (a)						0.00		1.000			
2	Airfare						0.00		1.000			
3	Lodging						0.00		1.000			
4	Automobile Rental / Gas						0.00		1.000			
5	Mileage		0.540									
			Rate	Miles					-	0.00		
6	Registration Fees (36-05)						0.00		1.000			
7	Ground Transportation / Parking						0.00		1.000			
8	Telephone / Internet						0.00		1.000			
9	Tips (exclude tips included with line 1 & 10)						0.00		1.000			
10	Entertainment/Bus Exp. (35-53) (b)						0.00		1.000			
11	Other Travel (36-87)						0.00		1.000			
12							0.00		1.000			
13							0.00		1.000			
14	EXPENSES BY ACCOUNT					Total Expenses					0.00	
15	AMOUNT	LC	DEPT	BUOB	SR CODE	FUND	Less Non-WU Reimbursement					
16							Subtotal					0.00
17							Department Limit (if applicable)					
18							Less:					
19							TA # & Amount					
20							TA # & Amount					
21							Other Reimbursement Amount					
22							Travel Expense Paid for by the procurement card (c)					
							Check Sum					0.00
23							I owe Washington University					0.00
24							Washington University owes me					0.00
	Signature and Approval						Remarks (not printed on check)					
	Signatures certify that costs incurred for the trip comply with all aspects of the Travel Policy and/or any sponsoring agency requirements, if applicable.											
	Traveler's Signature						Date					
	Approval Signature						Date					
	Approval Printed Name and Title						Exception Approval Explanation					
	Exception Approval Signature						Date					
	Exception Approval Printed Name and Title											
	a) Meals, including tip and taxes greater than \$50 per day must be split out by Breakfast, Lunch, and Dinner. Alcoholic beverages must always be split out. Not required when claiming M&IE per diem. Recommend using the M&IE per diem supplemental worksheet to provide expense details when per diems are taken.											
	b) Includes alcohol associated with Entertainment/Bus Exp.											
	c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.											