

Washington University in St. Louis							Faculty/Staff ___ WU Student ___ Res./Non-Res. Alien ___		Document #			
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	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		0.545							-		0.00
			Rate	Miles								
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												
<p>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.</p> <p>b) Includes alcohol associated with Entertainment/Bus Exp.</p> <p>c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.</p>												