| Personal /Refund Food Expense Justification Travel Expense Reimbursement   |  | Coastal Carolina University<br>Expense Reimbursement   |   |   | f Ai   | Invoice #  |                          |  |
|--|--|--|---|---|--|--|--------------------------|--|
| Reconcilement of I   | Expense Advance  | •  |   |   | 14   | ge of  |                          |  |
| erson incurring the expendence check mailing address is  |  |  |   |   |  | Datatel ID#  |                          |  |
| reet   |  |  |   | St  | ate  | Zip Code   |                          |  |
| PERSONAL REIME<br>Give description of rei  | BURSEMENT / CCU<br>mbursement or reason  |  |   |   |  | Amount \$  |                          |  |
| FOOD EXPENSE J   |  |  | of the University Pro   |   | -  |  |                          |  |
| Complete this section Reason for the meal  | in its entirety.   |  |   |   |  |  |                          |  |
| Benefit to University _  |  |  |   |   |  |  |                          |  |
| Reason to include spor   | uses   |  |   |   |  |  |                          |  |
| Names of University e  | mployees and/or studer   | nts attending event  |   |   |  |  |                          |  |
|  |  |  |   |   |  |  |                          |  |
|  |  |  |   |   |  |  |                          |  |
| Names of Non-University  | sity individuals attendin  | ng event   |   |   |  |  |                          |  |
|  |  |  |   |   |  |  |                          |  |
|  |  |  |   |   |  |  |                          |  |
| TRAVEL EXPENSES  | S TA#  |  | Am  | ount of Expense   | Advance \$   |  |                          |  |
| Destination  |  |  | Departure date _  | <u> </u>  |  | Return date  |                          |  |
|  | icle or rental car availab   | ole from Transportion  | Services? Yes   | □ NI= 16  |  | :  |                          |  |
| Was a motor pool vehi  | icie di Terriar car avarrar  |  | _   | ☐ No If no,   | please expla   | ın   |                          |  |
| <u></u>  |  | ·  |   | NO If no,   | please expla   |  |                          |  |
| <u></u>  | oitional space is needed   | ·  | CAR RENTAL  | PARKING   | MILES  | AMOUNT   |                          |  |
| (PENSE DETAILS IF ADD  | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| (PENSE DETAILS IF ADD  | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| (PENSE DETAILS IF ADD  | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| PENSE DETAILS IF ADD   | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| (PENSE DETAILS IF ADD  | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| (PENSE DETAILS IF ADD  | oitional space is needed   | ), USE PAGE 2.   |   |   |  |  |                          |  |
| TAXI AIRFA   | RE LODGING   | , USE PAGE 2.  REGISTRATION  | CAR RENTAL  | PARKING   | MILES  | AMOUNT   | SUBTOTAL \$              |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | , USE PAGE 2.  REGISTRATION  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DU  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| EALS DURING TRAVEL DATE / TIME BREAK   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  ELOW FOR MEAL EXPEN  SUBTOTAL   | PARKING  SES INCURRED DUI  OTH  | MILES  RING TRAVEL. 1  IER (DESCRIPTIO   | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| TAXI AIRFA  EALS DURING TRAVEL   | PITIONAL SPACE IS NEEDED RE LODGING  AND OTHER EXPENSE   | N, USE PAGE 2.  REGISTRATION  S: USE THE SECTION BI  | CAR RENTAL  | PARKING  SES INCURRED DUI  OTH  | MILES  RING TRAVEL. 1  | AMOUNT  IF ADDITIONAL SPACE                                    | \$UBTOTAL                |  |
| EALS DURING TRAVEL DATE / TIME BREAK  / / / SUBTOTAL (MEALS) signing below I certify tha official business for Coast mbursed from any other:   | AND OTHER EXPENSE FAST LUNCH  t the above expenses are al Carolina University are source, including University are source, including University are source, including University are source, including University are source.  | S: USE THE SECTION BI DINNER  P just and true, that the dight that they have not sity Travel Card. Addit                                     | CAR RENTAL  ELOW FOR MEAL EXPEN SUBTOTAL  (B)  \$ ey are incurred or will not be ionally, if a                          | PARKING  SES INCURRED DUI  OTH  | MILES  RING TRAVEL. I  BER (DESCRIPTION  SUBTOTAL  S INCURRED DUR                  | IF ADDITIONAL SPACEDN)  ING TRAVEL)  EL EXPENSES               | \$ SUBTOTAL  \$ SUBTOTAL |  |
| EALS DURING TRAVEL DATE / TIME BREAK  / / / SUBTOTAL (MEALS) signing below I certify tha official business for Coast mbursed from any other spicle was rented, I acknown.  | AND OTHER EXPENSE FAST LUNCH  t the above expenses are al Carolina University are source, including University are source, including University are source, including University are source, including University are source.  | S: USE THE SECTION BI DINNER  P just and true, that the dight that they have not sity Travel Card. Addit                                     | CAR RENTAL  ELOW FOR MEAL EXPEN SUBTOTAL  (B)  \$ ey are incurred or will not be ionally, if a                          | SES INCURRED DUI OTH  (OTHER EXPENSE                                    | MILES  RING TRAVEL. I IER (DESCRIPTION  SUBTOTAL SINCURRED DUR  AL OF TRAV  (A + B | IF ADDITIONAL SPACEDN)  ING TRAVEL)  EL EXPENSES  H + C) =     | \$ SUBTOTAL  \$ SUBTOTAL |  |
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| EALS DURING TRAVEL DATE / TIME BREAK  / / / SUBTOTAL (MEALS) signing below I certify tha official business for Coast mbursed from any other shicle was rented, I acknow gnature dget Officer / Dean  | AND OTHER EXPENSE FAST LUNCH  t the above expenses are al Carolina University as source, including Universided that I am an Authorized that I am an Au | S: USE THE SECTION BI DINNER  P just and true, that the dight that they have not sity Travel Card. Addit prized Driver as per UN             | CAR RENTAL  ELOW FOR MEAL EXPEN SUBTOTAL  SUBTOTAL  (B)  \$ evy are incurred or will not be ionally, if a iIV-AUXE-470. | PARKING  SES INCURRED DUI OTH  (OTHER EXPENSE  TOTA  Date Other require | SUBTOTAL SINCURRED DUR  AL OF TRAV  (A + B   | ING TRAVEL)  EL EXPENSES  1+ C) =                              | \$ SUBTOTAL  \$ SUBTOTAL |  |
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