

Pepperdine University
Graduate School of Education and Psychology
TRAVEL AND ENTERTAINMENT EXPENSE REPORT

INSTRUCTIONS

Please complete the Travel and Entertainment Expense Reporting Form and be certain to follow the [Travel Policies](#) according to our GSEP finance website. Note that [Mileage](#) is completed and submitted on a separate form.

1. Begin with completing the top fields:
 - a. Name
 - b. CWID Number
 - c. Phone Number

2. Describe the purpose of your expense(s) (ex: conference, orientation, etc.) in detail, including full name of the event, host (if applicable), dates, and any other relevant information.

3. For international trips, provide proof of foreign currency conversion before you submit your receipts. Please refer to the GSEP [Travel Policies](#) website and [OANDA](#) as a resource guide.

4. Number all of your receipts beginning with your earliest date. The latest date of expenses for your trip should be your last receipt. For example: Receipt date of January 25, 2014 = 1, Receipt date of January 26, 2014 = 2, Receipt date of January 27, 2014 = 3 and so on.

5. Tape individual receipts onto 8.5" by 11" sheet of paper. You should begin with your receipt labeled Number 1 and, if possible, place more than one receipt onto a sheet (DO NOT OVERLAP YOUR RECEIPTS). Place your receipts together according to their numbers. Example: Receipt 1, 2 and 3 on the same sheet of paper (not Receipt 1, 4, and 7).

6. Fill in the following fields for each associated receipt:
 - a. Date
 - b. Amount
 - c. Program
 - d. Details of Expense

7. Scan or intercampus mail the *Travel and Entertainment Expense Reporting Form* with your receipts to the Office of the Associate Dean of Education.

YOUR EXPENSE WILL NOT BE PROCESSED IF:

1. You do not clarify the purpose of your reimbursement.
2. You do not indicate what program your expenses are associated with.
3. You do not provide proof of currency conversation (international only).
4. You do not tape your receipts on 8.5" by 11" sheets of paper.
5. You provide taped, stapled, or stacks of receipts.
6. You do not number your receipts.

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NAME: _____ CWID #: _____ PHONE #: _____

PURPOSE OF EXPENSE: _____

RECEIPT #	DATE OF EXPENSE	AMOUNT	PROGRAM	DETAILS OF EXPENSE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

NOTES / COMMENTS: _____
