

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

**INSTRUCTIONS**

Please complete the Travel and Entertainment Expense 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. Campus
  - c. CWID
  - d. Extension
  
2. In order to have your reimbursements processed for **international trips**, you will need to 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.
  
3. **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.
  
4. 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).
  
5. Fill in the remainder of the form for each associated receipt. **ONLY** complete the following\*\*:
  - a. Date
  - b. Amount
  - c. Details
  
6. At the bottom of the form, you will describe the **purpose** of your expenses (ex: conference, orientation, etc.) as well as the **program** the expenses are associated with.
  
7. Scan or intercampus mail the T&E 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.

\*\*"Account" and "Program" will be for Office of Associate Dean of Education use ONLY.

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NAME: \_\_\_\_\_  
 CAMPUS: \_\_\_\_\_

CWID: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

RECEIPT #	DATE	AMOUNT	ACCOUNT	PROGRAM	DETAILS OF EXPENSE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	TOTAL:				

NOTES / COMMENTS / PURPOSE:

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NAME: \_\_\_\_\_  
 CAMPUS: \_\_\_\_\_

CWID: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

RECEIPT #	DATE	AMOUNT	ACCOUNT	PROGRAM	DETAILS OF EXPENSE
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
	TOTAL:				

NOTES / COMMENTS / PURPOSE:

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