

Visitor's Expense Report

An electronic VER is available, see the Online Voucher in the NUPortal

Northwestern

Department: ATHLETICS

Dept Code: ATH

Request Date: 05/23/18

Dept. Contact: Willie Catz

Phone: 7-1234

Email: williecatz@northwestern.edu

Request #:



Voucher #:

Visitor

Vendor Code:

VISITOR: Please Complete this Section

Visitor Name: Benny O'Hare

Address: 1234 Sheridan Rd.

City, State ZIP: Evanston, IL 60208

Phone: 847-123-4567

Date(s) of Travel or Expense From: 5/10/18 To: 05/13/18

Expense Item Description, Documentation Requirements

Air Coach rate; attach original passenger receipt

Rail Attach original passenger receipt

Ground Transportation Taxi, etc., attach original receipts and include tip

Automobile Enter Mileage incurred on or before 12/31/2017: 0.535 per mile: 0.00
Enter Mileage incurred on or after 1/1/2018: 293.00 @ 0.545 per mile: 159.69

Other Transport Rental car, etc.

Hotel Room & Tax Attach original hotel voucher

Meals Attach original receipts, dinners may not exceed \$65 per night, incl. tax and tip

Incidentals Attach original receipts, gratuities & other misc. items

Non-travel Expense #1

Non-travel Expense #2

Non-travel Expense #3

Parking Total:

Tolls Total:

\$ 159.69

80.00

VISITOR: Certification Signature Required

I certify that I have paid out these amounts for University-related activities in support of the business purpose listed and in accordance with University policies and procedures, that sponsored project expenses contain no charges for alcoholic beverages or other unallowable items, and that I have not previously received nor will I receive separate reimbursement from Northwestern University or any other entity for any charge I am submitting on this form.

08/23/18

Date

Visitor Signature

Original receipts must be submitted for all claimed expenses

Business Purpose:

Travel to/from Big 10 SB tourney for photography services

Explanation of Expense

Amount

Total Expense \$ 239.69

NORTHWESTERN UNIVERSITY USE ONLY Chartstring Distribution

Fund	Department	Project	Activity	Program	Account	Amount
110	2000100					\$ 239.69
						\$ 1,438.14

Dean or Supervisor Area(s) Approval Required

I certify that these expenses were incurred for University related activities and approve them as proper charges to University accounts.

Print Name(s)

Willie Catz

Signature(s)

Date

8-23-18