Expense Report (Non-Employee Request):

Traveler Name: ____________________________________________________________

Trip Start Date: _____________  Trip Start Time: ________________

Trip End Date: _________________  Trip End Time: ________________

Expense Lines: (Total Cost) – Receipting Attached:

(Please make sure to attach all receipts to email when submitting this form to travel.bc@wsu.edu)

- Airfare: __________
- Airfare Transaction Fee: __________
- Lodging: __________
  - Lodging Justification (If over per diem): ________________________________

- Meals: __________
- Mileage (Total Mileage Amount): __________
- Other: __________
- Personal Expense: __________

Additional Trip Information:

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