

Expense Report (Non-Employee Request):

Traveler Name:

Trip Start Date:

Trip Start Time:

Trip End Date:

Trip End Time:

Trip Origin:

Trip Destination:

Funding Source Worktag (ie. Program/Project/Grant/Gift):

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:
 - Self-Purchase
 - CTA
- Airfare Transaction Fee:
- Lodging:
 - o Lodging Justification (If over per diem):
- Meals:
- Mileage (Total Mileage Amount):
- Other:
- Personal Expense:

Additional Trip Information:
