

**Expense Report – Non-WSU Employee External Committee Member (ECM) or WSU Employee:**

Traveler Name:

Trip Start Date:

Trip Start Time:

Trip End Date:

Trip End Time:

Trip Origin:

Trip Destination:

Spend Authorization Number:

Department Name/Contact:

**Funding Source Work-tag (i.e., Program/Project/Grant/Gift):**

(Please make sure to attach all receipts (PDF format) to email when submitting this form to [travel.bc@wsu.edu](mailto:travel.bc@wsu.edu))

- Airfare:
- Lodging:
- Meals (Exclude any meals furnished):
- Mileage (specify RT):
- Other:

\*Please note: Non-WSU (ECM's) are reimbursed a lump sum only for meals and lodging\*

**Additional Trip Information:**