

Concur Expense report

Information needed to complete an Expense report. Please turn in with receipts attached

Receipts needed – Expenses \$75 and over and itemized receipts needed for; Lodging, airfare, and rental vehicle regardless of cost.

Meal receipts are not needed unless they are Hospitality meals, then an itemized receipt is needed along with names of those that participated in the meals.

1. Full Name:
2. Date & time you left home:
3. Date & time you returned back home:
4. While on this business travel, list each city you stayed overnight in:
5. Business Purpose:
6. How did you get from work/home to the airport:
7. Airport used:
8. Did you use a Rental vehicle while in your city of business?
9. Did you drive to place of business? If yes, please list

business location address:

Please list dates next to any meals that were provided to you by the conference/host:

Breakfast:

Lunch:

Dinner:

Department name, and account number (IO or WBSE) to charge travel:

Comments/Notes - This space is to add any comments travel might need while creating your expense report.

(Did you share lodging with someone? Did the host pay for flight, lodging or any other expenses? Did you have personal travel included with this business travel?, Did you split lodging?, Use uber/taxi, etc? Have any tolls?):

Purdue travel policy/guidelines - Expense reports need to be submitted within 60 days of completed travel.