Middle Tennessee State University
Claim for Travel Expenses

TA# _____

For period from _____ to _____ Acct. # _____

This claim must be prepared in accordance with MTSU travel regulations. TYPE OR PREPARE IN INK.

DATE	PLACE LEFT	TIME LEFT AM/PM	PLACE ARRIVED	TIME ARRIVED AM/PM	TRANSPORTATION				SUBSISTENCE		OTHER EXPENSES			TOTAL	
					MILES	MILEAGE AMOUNT	AIRLINE/ OTHER	TAXI OR RENTAL CAR	LODGING	MEALS	PARKING	REGIS-TRATION	OTHER		

Type or print complete HOME ADDRESS

Name _____

SSN _____

Address _____

_____

_____

U.S. Citizen: ❑ Yes ❑ No

If no, list country of citizenship _____

TOTALS

Additional explanation _____

	Gross Total	**$**
	Less Temp. Travel Advance	**[**
I certify that this claim is true and correct.	**Amt. due claimant**	**$**
	Amt. due MTSU	**$**
Signature	**Position**	
Official Station	**Date**	
Approved	**Date**	

MIDDLE TENNESSEE STATE UNIVERSITY

Middle Tennessee State University
Claim for Travel Expenses

① TA# _____

② Acct. # _____

③ For period from _____ to _____

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					MILES	MILEAGE AMOUNT	AIRLINE/ OTHER	TAXI OR RENTAL CAR	LODGING	MEALS	PARKING	REGIS-TRATION	OTHER		
		④					⑤		⑥		⑦	⑧	⑨	⑩	
				TOTALS											

Type or print complete HOME ADDRESS

Name _____

SSN _____ ⑪

Address _____

_____

_____

U.S. Citizen: ❑ Yes ❑ No ⑭

If no, list country of citizenship _____

Additional explanation _____

⑫

⑬		
	Gross Total	$
	Less Temp. Travel Advance	[ ]
I certify that this claim is true and correct.	Amt. due claimant	$
	Amt. due MTSU	$
Signature	Position	
Official Station	Date	
Approved	Date	

Instructions for Completing the Claim for Travel Expenses

1. **TA#:** If this claim relates to a specific travel authorization, enter the travel authorization number that was assigned by the Business Office.
2. **Acct. #:** Enter the six-digit account number and the appropriate four-digit object code charged for this trip. Please refer to MTSU Policy No. IV:04:04 for a complete listing of travel object codes and descriptions.
3. Enter the period covered by this claim for travel expenses.
4. **Date, place left, time left, place arrived, and time arrived.** Your travel claim must show movement from one location to another by date. If you spend more than one day at the same location, enter "vicinity" as the place left. It is important too include the time left and arrived to determine eligibility for meal allowances.
5. **Transportation:** This section details all transportation expenses for the trip. Enter actual miles driven in the "miles" column and the miles driven multiplied by the mileage allowance in the "mileage amount" column. Point-to-point mileage as indicated by the official state map and that published by *Rand-McNally* for out-of-state routes is regarded as official. Do not include vicinity mileage with point-to-point mileage. Report vicinity mileage on a separate line.
6. **Subsistence:** This section details lodging and meal expenses. Please refer to the *MTSU Travel Addendum* for lodging and meal reimbursement limitations.
7. **Parking:** This section details all parking expenses incurred by traveler.
8. **Registration:** This section details registration expenses incurred by traveler.
9. **Other expenses:** This section is where you list all other travel expenses such as telephone, fax, and handling fee expenses.
10. **Total:** Sum all travel expenses by day and enter the total.
11. Enter the name, social security number, and home address.
12. This section allows you to provide further details of travel expenses.
13. Total all travel expenses. Enter any temporary advance received. If you did not receive a travel advance or your travel expenses exceed your travel advance, enter the difference as **Amt. due claimant.** If your travel expenses are less than your travel advance, enter the difference as **Amt. due MTSU.** Return funds due MTSU to the Business Office cashier within ten working days of your return date. Sign the Claim for Travel Expenses and forward the approved form to the accounts payable office. All signatures must be original and signed in ink.
14. **U.S. Citizen:** Mark yes or no. If traveler is not a US citizen, list country of citizenship and contact Accounting Services at 2940 to obtain IRS questionnaire.

MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities. FA024-898