

EXPENSE BREAKDOWN SHEET (TRAVEL)
(WHEN NEEDED PLEASE ATTACH TO FORM EXP2000)

Form EXP2000T
(LAST REVISED AUGUST 2004)

PAYER'S FULL NAME (FIRST, MIDDLE INITIAL, LAST) <p align="center">Jane Doe</p>	SCHOOL/DEPARTMENT <p align="center">Steinhardt</p>
TELEPHONE NUMBER <p align="center">(212) 449-4949</p>	

Use this form to report and request reimbursement for expenses incurred during business travel. All travel expenses must conform to the University's policy on business expenses. In the case of grants or contracts, Sponsor's regulations or contract terms must also be followed. For guidance, refer to the Business Expenses Policy and the Expense Reimbursement Policy of the University. For per diem amount applicable to foreign travel charged to grants or contracts, refer to the government web site (www.state.gov/travel).

INCLUSIVE DATES OF TRAVEL DEPARTURE: 04/26/2020 RETURN: 04/28/2020	BUSINESS PURPOSE OF TRAVEL To attend business education conference in Trenton, NJ.
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DATE	HOTEL	AIR/BUS/RAIL	PERSONAL CAR*/TOLLS	CAR RENTAL	PARKING	CAR SERVICE/TAXI	TELEPHONE/FAX/INTERNET	SUBTOTAL
04/26/2020	149 00	56 00				5 00		210 00
04/27/2020						8 00		8 00
04/28/2020						15 00		15 00
								0 00
								0 00
								0 00
								0 00
SUBTOTAL (GENERAL EXPENSES)	149 00	56 00	0 00	0 00	0 00	28 00	0 00	233 00 ^(A)

DATE	BREAKFAST	LUNCH	DINNER	SUBTOTAL	OTHER (DESCRIPTION)	OTHER (AMOUNT)
04/26/2020	5 00	16 99	25 67	47 66	Conference Fee	\$ 175 00
04/27/2020			44 25	44 25		
04/28/2020	10 75			10 75		
				0 00		
				0 00		
				0 00		
SUBTOTAL (MEALS)	15 75	16 99	69 92	102 66 ^(B)	SUBTOTAL (OTHER EXPENSES INCURRED DURING TRAVEL)	\$ 175 00 ^(C)

TOTAL OF TRAVEL EXPENSES (A + B + C)	\$ 510 66
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*See CDV web site (www.bvu.edu/cdv) for current mileage rate.