



Quick Reference Guide – Form Instructions for filling out the Travel Expense Report.

Business Services
The University of Montana
Missoula, Montana 59812-1254

Procedure: QR1403
Revision Date: 11/5/10
Revision Number: 5

Travel Expense Report

The Travel Expense Report form is required and is designed for easy data entry. Within 30 days upon completion of your trip, fill out this form and forward it with your receipts to the Business Services Travel Desk. The form provides Business Services with appropriate information from your trip. Use the **Tab** key to tab through each field. Some fields on the form are used for calculation purposes in which data cannot be entered. All fields where data entry is allowed pertinent to your trip must be entered. Some fields which are easily transferred to the TER from the RAT may already be entered for your convenience.

Traveler Information

Employee/Non Employee – Check the appropriate box.

Traveler ID - Enter the Banner ID.

Address - Enter current mailing address.

Name – Enter the name of the traveler.

Prepared By – The person who is preparing the form.

Ext – Phone extension of the preparer.

Department – Enter your department name here.

Destination – Enter the destination for your trip.

Business Purpose – Describe in full detail the purpose of your trip.

Departure Date/Time – Enter the actual departure date and time the traveler left.

Return Date/Time – Enter the actual return date and time the traveler returned.

List Meals Provided – List meals that were provided to the traveler on the trip.

Daily Line Items (Enter line items for each day)

Dates – Enter the first date of your trip.

Description/Destination – Describe the trip and destination.

Mode of Travel – Enter the travel method or pick from the drop down list.

Private Vehicle Mileage – Enter your actual Private Vehicle Mileage if applicable.

Rate/Mile – Enter the applicable rate. (The amount will be calculated).

Per Diem Lodging – Enter the per diem lodging amount paid for that day.

Per Diem Meals – Enter the total per diem dollar amount for that day.

Out of Pocket Expenses - (Includes Miscellaneous Expenses and any other reimbursable items i.e. \$12.00 un-receipted lodging reimbursement).

Amount – Enter the amount of additional expense. When you are done entering the line items for that date, **Tab** over and **Arrow-Down** to the next line and repeat the instructions Daily Line Items instructions above for all dates.



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Accounting Distribution

Enter accounting distribution for the amount due the employee only.

Index – Enter the index for the amount.

Account – Enter the correct travel expense code for the expenditure.

Activity – Enter the activity for the amount if applicable.

Amount – Enter the amount for the expenditure.

Itemization of UM Procard Charges

Enter the date for the Airline and Per Diem Lodging in the appropriate date fields, enter the amount of the charge, if applicable and indicate if the cardholder is different than the traveler. Add additional Procard items as necessary, i.e. Rental Car. All Procard items are entered in this portion of the form.

Banner Documents Processed

Doc # - Enter the document number for the transaction.

Description – Enter the description for the Banner document.

Amount – Enter the amount of the Banner transaction.

Print the form – Press Ctrl-P and Enter to print the form.

The traveler will sign and date the form and get the signature approval from the Dept Head/Designee. (Everyone must have their expense report authorized by Supervisor or Dept Head)

Forward the form and all receipts and applicable documentation including copies of procard charges to the Business Services Travel Desk located in the Lommasson Center in the Accounts Payable Area.