

Bemidji State University | Northwest Technical College

7/26/19

Non-employee Expense Report

NAME: (PRINT)		Full Address: (PRINT)				*SS# Required*		Account Number#		
Phone Number					Reason for travel / expenses:					
Trip Start : Date & Time			Trip End: Date & Time							
Daily Description: Date, Location & Time	Meals in \$			Private Car Miles			Lodging	Air	Other	Subtotals
	Breakfast	Lunch	Dinner	Miles	x Rate	Mileage Total				
Subtotals Down										
Office Use Input Object Codes										
										Grand total-down

I declare under the penalties of perjury that this claim is just and correct.

Signed: _____ Date: _____

Approved, based on knowledge of the necessity for travel and in compliance with all travel regulations.

BSU Authorized Signature: _____ Date: _____

Please attach receipts