

Date: _____ Amount: \$ _____ (must be over \$50)
Payable To: _____ JU ID: _____
Address: _____ Phone: _____

Travel Dates

Departure Date: _____ Return Date: _____

Description of Travel: _____

NOTE: *Advances will be applied to the Employee Receivable Account and are the responsibility of the Employee.*

Please submit an Expense Report Form to the Expense Reports mailbox within **30 days** of the Return Date listed above to reconcile and clear the balance. This form can be found on the MyJUPortal under Financial Information.

Charge Expenses to Budget Unit

Submit this form electronically to expensereports@ju.edu