

UNIVERSITY OF NOTRE DAME FACULTY AND STAFF EXPENSE REPORT			NAME <u>J. Manager</u>		SOC. SEC. NO. <u>111-11-1111</u>		DEPARTMENT <u>Men's Basketball</u>			OFFICE TELEPHONE NUMBER <u>631-1111</u>		ADDRESS CODE			
Date	From	To	Airplane Tickets	Lodging	Car Rentals	Mileage for Car	Conference Fees	Tolls, Taxi, Parking, etc.	Meals and Entertainment*				Telephone & Other	Total by Date	
									Bfast	Lunch	Dinner	Per Diem			
<u>9/18 - 9/20/01</u>	<u>Recruit J. Smith in for official visit</u>													60.00	60.00
	<u>Host: J. Player</u>														
Total Expense													60.00	\$ 60.00	
TRAVEL/EXPENSE DETAILS (Must document business purpose):								LESS: Travel charged directly to a budget unit thru ND Travel Bureau							
<u>Host money for Recruit's official visit</u>								LESS: Cash Advance TR# _____, Traveler's Cheques Used:					(60.00)		
								LESS: Prepaid Conference Fees, Hotel, etc.							
								LESS: Charged to AMEX Corporate Card							
								AMOUNT DUE EMPLOYEE/ (DUE UNIVERSITY)					\$ 0.00		
								Specify: Check delivered () campus mail, () US mail, () held for pick-up, () direct deposit.							
								Account No. _____					\$		
								Account No. _____					\$		
								Account No. _____					\$		
RECEIPTS ARE REQUIRED FOR ALL MEALS (EXCLUDING PER DIEM) OR ANY OTHER EXPENDITURE OF \$ 25.00 OR MORE															
* Detail of entertainment expenses, including meals, must be explained on supporting documentation.															
			SUPERVISOR NAME (Please Print)					Thomas J. Nevala							
								BUSINESS MANAGER NAME					ACCT		
EMPLOYEE SIGNATURE			SUPERVISOR SIGNATURE					BUSINESS MGR SIGNATURE					DATE		
DATE			DATE					DATE					DATE		