

Timer Hide

45 minutes

* = required field

Some content may be updated based on selection



Travel Expenses Claim Middle Tennessee State University

Please note that this form is for submitting the Travel Expenses Claim and the required supporting documents per Travel Policy 658 and obtaining the appropriate electronic signatures. Only one Travel Expenses Claim for one Travel Authorization should be submitted per Dynamic Form.

The form originator should attach the required receipts and support to this document.
By signing this form, the approver(s) authorize that the travel is for a substantiated business purpose.
Accounting Services reserves the right to request original documents or other support proving payment.

As applicable, a Non-MTSU (Visitor) traveler should sign this Travel Expenses Claim and will need to establish a Dynamic Forms account. Once a Dynamic Forms account is established, the Non-MTSU (Visitor) traveler should retain the account credentials for future use as necessary. Due to the required accounting and approval routing, a Non-MTSU (Visitor) should not initiate this form.

Please note that reimbursable mileage should not include commuting miles.

Payee Last
Name:

Student last name

Payee
First
Name:

Student first
name

M#

(Required
for MTSU
Persons)
Enter
999999999
and attach
W-9 for
Non-
MTSU
Persons.

Student M#

Prepared
By:

These will auto-
populate

Email:

Are you the Travel Claimant (the Payee)?

☐ Yes
☐ No

Claimant Address:

City:

State:

Zip:

Student address

How many approvers must sign this form?

(Please list all known approvers who must sign this form including the appropriate Research Services or Foundation Accounting staff as necessary. Please note that you may not serve as Approver for your own reimbursement. If the required approvers are unknown, please consult with your supervisor or department head to ensure proper routing and prevent unnecessary approval.)

-- Please Select --

3 approvers:

- 1) Your mentor, Mentor email address
- 2) Madison Yahn, Madison.Yahn@mtsu.edu
- 3) Jamie Burriss, jamie.burriss@mtsu.edu

Please list the appropriate approver's name and e-mail address:

Special
Handling
Instructions

Reason for traveling and event details such
as location, name, etc.

Accounting
Services
Review
Notes

Approver 1
Notes

Approver 2
Notes

Approver 3
Notes

Approver 4
Notes

Approver 5
Notes

Accounting
Services
Entry
Notes

Additional
Approver 1
Notes

Additional
Approver 2
Notes

Please attach supporting documentation including receipts and W-9 as necessary. **Please note that attachments should be in .pdf format. Excel documents are not accepted, and other document formats may also require resubmission.**

Attach Supporting Documentation Here (Approved Travel Authorization, Receipts, Maps, etc): All documents should be merged into **ONE PDF** file. If you do not have access to Adobe Acrobat via the University, the following is a link to the free online service to merge PDFs: <https://www.adobe.com/acrobat/online/merge-pdf.html>



Attach ALL receipts here in one PDF file. You will not receive reimbursement for any items that are not justified through receipt documentation.

Please list your Travel Authorization Number (if applicable) in the TA# field and the Index, Account Code, and Amount in the Index-Account-Amount field in the format of the following example of Index-Account-Amount: **262100-73210-\$50.00**. **Only Reimbursable Expenses should be included in the Amounts for the allocations.** Additional lines are provided for multiple Index-Account-Amount payment allocations. If multiple Index codes will be necessary, please list the amount for which each Index will be responsible. For a list of travel account codes, hover mouse over blue circle icon below the Index-Account-Amount field. The Individual In-state Account Code is 73110; this code is not included on the list.

TA# (If no TA, enter "No TA")

This # is the TA# in the top right of your approved Travel Authorization Form that should have been filled out prior to travel

Index-Account-Amount:

Make sure to follow the "Index-Account-Amount" format, for example "123456-12345-\$XXX.xx"

The Index & Account number will be the same numbers on the previously submitted Travel Authorization. The amount will be the approved amount confirmed on your Travel Authorization Form.

Approver 1
Index/Account
Code Notes:

Approver 3
Index/Account
Code Notes:

Leave all boxes blank for approvers.

Approver 2
Index/Account
Code Notes:

Approver 4
Index/Account
Code Notes:

Travel Purpose and
Additional
Explanation:

Provide travel purpose, details on event, and any other necessary information.

Explanation of
"Other" expenses:

Date Begin Date End Date
Period:

Travel Dates

Number of Fields Needed:

— Please Select —

Date	Traveled From	Destination	Miles	Mileage Amount	Airline	Taxi/Rental Car	Lodging	Meals	P.
				\$ 0.00					
				\$ 0.00					
				\$ 0.00					
				\$ 0.00					
				\$ 0.00					
				\$ 0.00					

For this section, you will input all expenses incurred during your travel that were either paid by MTSU or being requested as reimbursement. Attach all receipts for all reimbursement requests.

	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00

Miles:	0.655	Airline:	Taxi/Rt
	Mileage		Car
	Amount:		
	\$ 0.00		\$ 0.00

Business Office Only:

Gross Travel Total:

 \$ 0.00

Less Temp. Travel Advance:

Less MTSU Paid Expenses:

Less PCard Charges (Receipt Copies Attached):

Balance Due Claimant:

 \$ 0.00

Balance Due MTSU:

 \$ 0.00

MTSU paid expenses

Student requested reimbursement amount.

Payee's Resident Status

Is the Payee a US Citizen?

☐ Yes
☐ No

Student's resident status

Accounting Services Review

Are additional approvers required to complete this form?

☒ Yes
☐ No

No action necessary here

Is the M# correct?

☒ Yes
☐ No**Accounting Services Adjustment Notes**

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