

Lehigh University 2016 OneCard Out-of-Pocket Expenses Summary Form

Use this form to summarize multiple travel expenses related to a single trip

Name: _____

Title of trip: _____

Enter full business purpose in Wells Fargo "Out-of-pocket Expenses" tab "Description" field. Full business purpose should include: Why did the travel occur and how did it benefit Lehigh, location, names and affiliations of other attendees if their expenses are included below. Submit this form with Wells Fargo cover sheet; itemized receipts; and if travel included attendance at a conference; a copy of the conference registration form or agenda that describes the conference subject matter.

Month/Day/Year	Sunday / /	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /	Saturday / /	Total
Auto Miles Driven								
x 2016 Mileage Rate								.540
Mileage Due								
Airfare								
Tolls								
Parking								
Hotel-Room & Tax								
Meals-Breakfast								
Lunch								
Dinner								
Or Per Diem:								
Location								
Lodging Per Diem								
Meals and Incidental Expenses Per Diem								
Other:								
Total: Enter in "Amount" field of Wells Fargo "Out-of-pocket Expenses" tab								