

## Travel Expense Report Form

**INSTRUCTIONS:** Faculty/staff program leaders should submit the following form with corresponding receipts to the Office of International Programs (OIP) within 30 days of program end date. Original receipts (or copies for PCard receipts) should include a description of purpose and be taped in chronological order, by section (i.e. Mercer PCard, Cash Advance), to 8.5x11 pieces of paper, and attached to this form. Please contact OIP regarding additional questions on completing the Travel Expense Report form.

**Program Name and Dates:**

**Faculty/Staff Submitting Form:**

**Exchange Rate(s):** **DATE:**  
*i.e. exchange rate €1.00 EUR = \$1.14 USD*

Mercer Purchasing Card		Local Currency	US \$
Date	Vendor Name and Description	<i>Enter Amounts Consistently</i>	
<i>12/13/2020</i>	<i>i.e. Bear Café- Dinner with students; 10 participants</i>	<i>€ 150.00</i>	<i>\$ 171.00</i>
<b>TOTAL:</b>			

Cash Advance Receipts		Local Currency	US \$
Date	Vendor Name and Description		
<b>TOTAL:</b>			

Out of Pocket Expenses		Local Currency	US \$
Date	Vendor Name and Description		
<b>TOTAL:</b>			
<b>GRAND TOTAL</b>			