

**California Institute of Technology**  
**Standard Business Travel Expense Report**

DEFINITIONS/INSTRUCTIONS

(In order of appearance on the Expense Report and Addendum)

The Standard Business Travel Expense Report is used for reporting official Caltech business travel expenses. (Do not use this form if you have been trained in the use of the P-Card expense reporting tool.)

Use the definitions/instructions below and mail the completed Report and Addendum form (if applicable) to Travel Services at M/C 103-6. If you have any questions, please call the Purchasing and Payment Services Hotline at (626) 395-8900.

**Note: It is extremely important that you utilize this form, as is, without any modification whatsoever.** This form contains particular information Travel needs to process your request quickly and effectively. Any deviation may result in delay of processing.

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<b>Supplier Number</b>	Caltech Employee ID number or Oracle Supplier number – leave blank if not known
<b>Traveler's Status</b>	Circle the appropriate classification, Employee, Student, or Non-Employee
<b>T#</b>	Provided by travel department – leave blank if not known
<b>Traveler's Name</b>	Enter the traveler's name First, Middle (if desired), Last
<b>Social Security #</b>	Not required for Caltech Employees/Students, or for Non-Employees who have previously been set up in the supplier database
<b>Department Code</b>	Enter your department code (refer to list found at <a href="http://atc.caltech.edu/Finance/PPS/DepartmentCodes.pdf">http://atc.caltech.edu/Finance/PPS/DepartmentCodes.pdf</a> )
<b>Date Submitted</b>	Enter today's date
<b>Traveler's Home Address</b>	Enter address if check is to be sent to traveler's home. Not required if check will be delivered to Mail Code or via Wire Transfer.
<b>Disposition of Check</b>	This is where you want the check or payment sent
<b>Prepared By and Extension</b>	Enter your name and extension
<b>Inclusive Period of Travel</b>	Enter the beginning and ending dates of this business trip in the designated boxes
<b>Project, Task, Award</b>	Enter the Project, Task and Award Number (or numbers) that should be charged for this Caltech business travel
<b>Organization</b>	Do not enter any information – this is always "Caltech"
<b>Expenditure</b>	Use drop-down list to select appropriate Expenditure Item Code for each Project, Task and Award number indicated.
<b>Amount</b>	Enter amount to be charged to each Project, Task and Award number indicated.
<b>Description of Expenses</b>	Enter expense according to category and date expense was incurred (Use start date of trip for any prepaid items, such as airfare, rather than the purchase date) Itemized receipts are required for all Airfare, Hotel, and Car Rental expenses, regardless of dollar amount. Receipts are required also for any expense of \$75 or more

# Standard Business Travel Expense Report

## DEFINITIONS/INSTRUCTIONS

(In order of appearance on the Travel Expense Report and Addendum)

<b>Entertainment Explanation</b>	IRS requires that the names of participants and the business benefit gained or expected to be gained be provided
<b>Other/Misc. Expenses</b>	Enter description of any expenses included in the category titled "Other/Miscellaneous Expenses/Mileage, Registration Fee/Parking" in the previous section
<b>Non-Caltech Reimbursements</b>	Enter amount of Sponsor Reimbursement (attach Sponsor check or Personal Check)
<b>Foreign Currency Exchange Rate</b>	Enter rate from <a href="http://www.oanda.com">www.oanda.com</a> website or credit card statement (attach print-out from website or photocopy of statement to substantiate)
<b>Receipts Attached</b>	Select "Yes" or "No" (If receipts are not available, contact travel department for special instructions-report cannot be processed without receipts)
<b>Traveler's Signature</b>	Traveler signs name.
<b>Approved By</b>	Authorizer signs name

### ADDENDUM

<b>Description of Expenses (1)</b>	Use this section if you ran out of room on page 1. Enter expense according to category and date expense was incurred. Itemized receipts are required for all Airfare, Hotel, and Car Rental expenses, regardless of dollar amount. Receipts are required also for any expense of \$75 or more
<b>Description of Expenses (2)</b>	Use this section if you ran out of room in section 1 above. Enter expense according to category and date expense was incurred. Itemized receipts are required for all Airfare, Hotel, and Car Rental expenses, regardless of dollar amount. Receipts are required also for any expense of \$75 or more
<b>Description of Expenses (3)</b>	Use this section if you ran out of room in section 2 above. Enter expense according to category and date expense was incurred. Itemized receipts are required for all Airfare, Hotel, and Car Rental expenses, regardless of dollar amount. Receipts are required also for any expense of \$75 or more
<b>Total for Page 2</b>	This will total all amounts entered in page 2, and update the Total Expended amount on page 1
<b>Traveler</b>	Re-enter traveler's name (in the event page two becomes separated from page one, the pages can be matched, preventing delays in processing)