

GSA Expense Report

NAME		PHONE		EMAIL	
DATE					
SUPERVISING PROFESSOR		EMAIL			
SUPERVISING PROFESSOR'S SIGNATURE					

EXPENSES	Date:	Date:	Date:	Date:	Date:	Date:	Totals
1 Lodging (attach receipts)							
2 Meals (attach receipts)							
3 Registration Fee (attach receipt or email)							
4 Rental Cars (attach receipt)							
5 Other Ground Transportation (attach receipt)							
6 Air Transportation (attach boarding pass)							
7 Mileage (= Miles Driven** x \$0.55)							
8							
9							
10 TOTAL EXPENSES							
11							
12	AMOUNT FROM SOURCE #1						
13	AMOUNT FROM SOURCE #2						
14	AMOUNT FROM SOURCE #3						
15	TOTAL AMOUNT FROM OTHER SOURCES						
16							
17	DIFFERENCE (between line 10 and line 15)						
18							
19	AMOUNT REQUESTING						
20							
21	AMOUNT APPROVED (For GSA Use)						

** 'Miles Driven' refers to the total roundtrip distance from SMU to your destination. Please supply a Google Maps printout (or equivalent) clearly indicating the total trip distance with SMU as the "From" location.