

WESTERN CAROLINA UNIVERSITY TRAVEL AUTHORIZATION AND REIMBURSEMENT FORM

NAME: Roxane Stiles EMPLOYEE ID: 9200.... DUTY STATION Cullowhee, NC
(Not to be used for Independent Contractors or their employees)

PURPOSE OF TRIP: Relax, unwind, and enjoy the surf! CONTACT PERSON AND PHONE #: R. Stiles 3268

TRAVEL DATES: BEGIN 6/15/2007 END 6/20/2007 DEPT NAME & CAMPUS ADDRESS English Department, 305 Coulter

REIMBURSEMENT DETAILS

TRAVEL (SHOW CITY & STATE)		TRANSPORTATION		MEALS & LODGING		OTHER EXPENSES ²	
		MODE	AMOUNT	TYPE	AMOUNT	EXPLANATION	AMOUNT
DATE:	<u>6/15/2007</u>	MILES	<u>300</u>	PRIVATE AUTO	<u>75.00</u>	BREAKFAST	
TIME OF DEPARTURE	<u>6:30 AM</u>	AIR	<u>800.00</u>	LUNCH		Beach chair and umbrella rental	<u>85.00</u>
FROM	<u>Sylva, NC</u>	TAXI	<u>20.00</u>	DINNER		Tips	<u>10.00</u>
TIME OF RETURN		PARKING	<u>60.00</u>	LODGING	<u>200.00</u>	Rental car	<u>150.00</u>
TO	<u>Kona, HI</u>	OTHER ¹					
DATE:	<u>6/16/2007</u>	MILES		PRIVATE AUTO		BREAKFAST	
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:	<u>6/17/2007</u>	MILES		PRIVATE AUTO		BREAKFAST	
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:	<u>6/18/2007</u>	MILES		PRIVATE AUTO		BREAKFAST	
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:	<u>6/19/2007</u>	MILES		PRIVATE AUTO		BREAKFAST	
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
1. RAIL, BUS, TOLLS, RENTALS		TOTAL	<u>955.00</u>	TOTAL MEALS	<u>0.00</u>	TOTAL	<u>245.00</u>
2. BAGGAGE HANDLING, BUSINESS CALLS				TOTAL LODGING	<u>200.00</u>		

SIGNATURES AND APPROVALS

Claimant's Signature	Date
Under penalties of perjury, I certify to be a true and accurate statement of the city of lodging, expenses and allowances incurred in the services of the state and that none of these expenses have been or will be reimbursed to me from any other source.	
Dean or Department Head, if required	Date
Vice Chancellor, if required	Date
Immediate Supervisor	Date
Chancellor, if required	Date

By signing above I certify that all required approvals were obtained in accordance with the University Travel Policy.

FINANCIAL INFORMATION

Exchange Rate if Foreign Travel:		
ACCOUNT DISTRIBUTIONS		
	Account #	Accountable Officer's Signature
Total Expense	<u>1,400.00</u>	
Total Advance	<u> </u>	
Amount Due to WCU	<u>0.00</u>	
Amount to be paid by Traveler	<u> </u>	
Amount Due to Traveler	<u>0.00</u>	

Send all pages of this form with required receipts to the Controller's Office

NAME: Roxane Stiles EMPLOYEE ID: 9200.... DUTY STATION: Cullowhee, NC
 PURPOSE OF TRIP: Relax, unwind, and enjoy the surf! CONTACT PERSON: R. Stiles
 TRAVEL DATES: BEGIN 06/15/07 END 6/20/2007 DEPT NAME & CAMPUS ADDRESS: English Department, 305 Coulter

TRAVEL (SHOW CITY & STATE)		TRANSPORTATION		MEALS & LODGING		OTHER EXPENSES ²	
		MODE	AMOUNT	TYPE	AMOUNT	EXPLANATION	AMOUNT
DATE:	<u>6/20/2007</u> MILES	PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM	<u>Kona, HI</u>	TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:	<u>6/21/2007</u> MILES	PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN	<u>12:15 AM</u>	PARKING		LODGING			
TO	<u>Sylva, NC</u>	OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					
DATE:		PRIVATE AUTO		BREAKFAST			
TIME OF DEPARTURE		AIR		LUNCH			
FROM		TAXI		DINNER			
TIME OF RETURN		PARKING		LODGING			
TO		OTHER ¹					

Totals automatically carry to page 1 **0.00** To page 1 **0.00** To page 1 **0.00**
 To page 1 **0.00**

Send all pages of this form with required receipts to the Controller's Office

Payee's Name Roxane Stiles
 Date Submitted 6/12/2007

Enter 1 if In-State Travel, 2 if Out Of State Travel, 3 if Out of Country Travel

Enter 1, 2, or 3 Here

1

	Travel In-State	Travel Out of State	Travel Out of Country
Total Private Auto	75.00	0.00	0.00
Total Air	800.00	0.00	0.00
Total Taxi	20.00	0.00	0.00
Total Parking	60.00	0.00	0.00
Total Other	0.00	0.00	0.00
Total Transportation	955.00	0.00	0.00
Total Breakfast	0.00	0.00	0.00
Total Lunch	0.00	0.00	0.00
Total Dinner	0.00	0.00	0.00
Total Meals	0.00	0.00	0.00
Total Lodging	200.00	0.00	0.00
Total Other Expenses	245.00	0.00	0.00
Total Expense	1,400.00		
Total Advance	0.00		
Total Due to WCU	0.00		
Total Due to Traveler	0.00		
Total Charged	0.00	Account Number	0
	0.00		0
	0.00		0
	0.00		0