## GSA Expense Report



|  | EXPENSES | Date: | Date: | Date: | Date: | Date: | Date: | Totals |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |
|  | Lodging (attach receipts) |  |  |  |  |  |  |  |
|  | Meals (attach receipts) |  |  |  |  |  |  |  |
|  | Registration Fee (attach receipt or email) |  |  |  |  |  |  |  |
|  | Rental Cars (attach receipt) |  |  |  |  |  |  |  |
|  | Other Ground Transportation (attach receipt) |  |  |  |  |  |  |  |
|  | Air Transportation (attach boarding pass) |  |  |  |  |  |  |  |
|  | Mileage (= Miles Driven** $\times$ \$0.55) |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 | TOTAL EXPENSES |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  | AMOU | NT FRO | M SOU | RCE \# |  |  |  |
| 13 |  | AMOU | NT FRO | M Sour | RCE \# |  |  |  |
| 14 |  | AMOU | NT FRO | M SOU | RCE \# |  |  |  |
| 15 |  | TOTA | AMOU | NT FR | M OT | HER SO | JRCES |  |
| 16 |  |  |  |  |  |  |  |  |
| 17 |  | DIFFE | RENCE | (betwe | n line | 0 and | (15) |  |
| 18 |  |  |  |  |  |  |  |  |
| 19 |  | AMOU | NT REQ | UESTI |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |
| 21 |  | AMOU | NT APP | ROVED | (For | SA 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.

