

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.