

Expense Report for Student Travel and Research

NOTE: Please use this form when submitting your travel and research receipts. Itemize your costs below. Number each corresponding receipt and attach them to this report. Make sure you fill out the date, cost, and description for each expense. If the expense is in a foreign currency, please make that clear. We will convert the currency to USD, or you can provide a bank or credit card statement showing the charge conversion.

#	Date	Cost	Description

Total Costs: _____ Signature: _____