



# ONE DAY TRAVEL - MEAL REIMBURSEMENT REPORT

Acctg. Operations

VOUCHER NUMBER

Employee Submitting the Travel Expense Account: \_\_\_\_\_

(Print/Type LAST Name First)	PSU ID #	MEAL * CHARGES	BUDGET CHARGED	FUND CHARGED	EMPLOYEE SIGNATURE

Additional University employees whose meals appear on the above employee's Travel Expense Account:

1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**INSTRUCTIONS:**

- To be signed by each employee who is provided meals.
- Must be submitted with the Travel Expense Account of the Employee requesting reimbursement.

\* These amounts will be added to "Wages, Tips, and Other Compensation" on Form W-2 in compliance with Internal Revenue Service Procedure 80-53.