

**The Cooper Union for the Advancement of Science and Art**

**Travel/Business Expense Report**

Destination & Purpose of Trip:

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State

						Amount		
Date	Travel	Lodging	Meals	Registration	Other	Payment Method	Reimbursable	Explanation
Totals								

Less: Advances Provided to you \_\_\_\_\_

Total Due to You/(Due to Cooper Union)

Signature of Employee \_\_\_\_\_

Dean or Supervisor Approval \_\_\_\_\_

**\*\*Please attach copies of receipts to form.\*\***