

## 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.