



TRAVEL AUTHORIZATION AND EXPENSE REPORT
CAL POLY POMONA FOUNDATION, INC.

SECTION I - TRIP EXPLANATION

If number is not generated, follow instructions on the right screen:

#

See Travel policy for pre-approval requirement.

Form section I containing fields for Name of Traveler, Home Address, Street, City, State, ZIP, Department, and Travel Advance Request Only table.

SECTION II TRAVEL EXPENSE DETAIL -

DUE 60 WORKING DAYS UPON RETURN FROM TRIP

Main expense detail table with columns for Date, Time, Where expenses were incurred, Lodging, Meals (Breakfast, Lunch, Dinner), Incidentals, Transportation (Type used & R/T Mileage, Carfare, Tolls, Parking, Private Car Use), Business Expense, and Total Expenses for Day.

Summary and instructions section including Subtotals, Claim Total, Remarks, and Instructions for adding to Bronco Bucks.

Certification and signature section where the claimant certifies the accuracy of the report and provides their signature and date.

*Original receipts for items (4),(7) and (8) must be attached.