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Travel Reimbursement

TEM Doc #: T-51

Status: ENROLITE
Created: 01:28 PM
TR Status: Awaiting TR

Document Overview

Document Overview

* Description: Leaming, Summer E 04/06/2015 VAIL

Organization Document Number: T-51

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Total Amount: 232.50

Reports

Trip Overview

Traveler Section

* Traveler Type Code: Employee

Principal Id: 66624

Principal Name: LEAMING

First Name: SUMMER

Last Name: LEAMING

Street Address Line1: 6003 CAMPUS DELIVERY

Street Address Line2:

City Name: FORT COLLINS

State Code: CO

Country Code: United States

Zip Code: 80523

Email Address: SUMMER.LEAMING@COLOSTATE.EDU

Phone Number: 970-491-2801

Liability Insurance: No

Trip Information Section

* Trip Type Code: In-State

* Trip Begin: 04/06/2015 01:29 PM

* Trip End: 04/07/2015 01:29 PM

* Primary Destination: VAIL Per Diem Links

Primary Destination Country/State: COLORADO

Primary Destination County: EAGLE COUNTY

* Business Purpose: routine

Contact Campus Code: MC

Traveler Certification

Statement

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

* Employee Certification:

Summary by Object Code

Accounting Distribution

Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
6005	OUT OF POCKET	In State Employee Travel Per Diem	232.50	0.00
Total Remaining:			0.00 USD	

Assign Accounts

Accounting Lines

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
1	CO Colorado State University	1356570 Campus Services		6005 In State Employee Travel Per Diem				OUT OF POCKET	232.50	
Line Description										
										Total: 232.50

Payment Information

Pre-Disbursement Processor Status

General Ledger Pending Entries

View Related Documents

Agency Links

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

MUST check this box

Click (if correct)

calculate vendor payment send ad hoc request save reload approve disapprove close copy

DONE!