LOUISIANA STATE UNIVERSITY

TRAVEL SUPPLEMENTAL INFORMATION AS350

Traveler		**Contact**	
Dept		**Phone**	
LSU ID		**E-mail**	
Destination			

Section A – Travel Expenses Paid by LaCarte or CBA (not included on this Expense Report)

Date	Expense	Expense Report #	Description	Amount
	Registration			
	Airfare			
	Luggage			
	Vehicle Rental/Gas			
	Hotel			
	Airport Parking			
	Other/Miscellaneous			
			Total	

Section B – Mileage Log (If website mileage calculator not used)

Date	Odometer Beginning	Odometer Ending	Total Miles	Rate	Amount
				Total	

Section C – Meals and Incidental Expenses (M&IE) Log

Date	Time from Domicile	Time to Domicile	Breakfast	Lunch	Dinner	Incidentals	Destination	Amount
							Total	