



UJA Travel

# Expense Report Header

10/11

pp

EKA

1. If  **Personal**
  - a. Trip Name -  **Business**
  - b. Trip Purpose -  **"CPH"**
  - c. Trip Description -  **A bill**
  - d. Trip Type -  **Business**
  - e. Traveler Type -  **Business**
  - f. Business Travel Start and End Date -  **01/15/19 - 01/16/19**
  - g. Personal Travel -  **01/15/19 - 01/16/19**
  - h. 3rd Party/External Source Support -  **None**
  - i. Funding Source -  **University**

<input type="checkbox"/> Check to acknowledge that you owe the university money.		Report Id	Report Number	Report Currency
		E20RAAF1CC8547C8996D	hfngie	US Dollar
Amount Not Approved	Approval Status	Report Total	Personal Expenses	
0		1076.46	0	
		Amount Due University Card	Total Amount Claimed	
		1076.46	1076.46	
Comments				

2.  **Business**
  - a. Agency
  - b.  **Business**
  - c.  **Business**