

**YALE-NEW HAVEN HOSPITAL
TRAVEL & BUSINESS EXPENSE REPORT**

For Acc'ts Payable Use Only	Name _____	Department _____
	Corporation Address _____	
	Purpose of Trip _____	Cost Center and Account# _____ 559125-0000/
	Destination _____	
	Phone Number _____	
	(MUST attach conference agenda, proof of conference registration material and dates) (MUST attach ORIGINAL receipts. Copies and faxes will not be accepted. If more space is needed for mileage detail use Form F-617A.)	

	Date	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Totals
Miles Driven									
Rate per mile		0.565	0.565	0.565	0.565	0.565	0.565	0.565	
Mileage Reimbursement		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking and Tolls									0.00
Car Rental (justify on back)									0.00
Taxi/Limo									0.00
Other (rail or bus)									0.00
Airfare									0.00
Lodging (including taxes)									
Lodging (including taxes)									0.00
Breakfast									0.00
Lunch									0.00
Dinner									0.00
Other									0.00
(receipts must state names and titles of other individuals included in the meal)									
Seminar Registration									
Seminar Registration									0.00
Phone, Fax									0.00
Other									0.00
Other									0.00
Other									0.00
Other									0.00
Total Per Day		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Signature of Traveler	Date
Approved By	Date
Print Name and Title	

SUMMARY	
Total Expenses	0.00
Less: Cash Advance	0.00
Less: Prepaid Air/Train Charges	0.00
Less: Prepaid Hotel	0.00
Less: Prepaid Registration	0.00
Subtotal: Advances/Prepays	0.00
Amount Due Employee	N/A
Amount Due Hospital	N/A

Yale-New Haven Hospital will adhere to all IRS guidelines, including the inclusion of certain approved expenses in the employee's W-2 statement. Examples of such expenses include, but are not limited to:

- Use of institution issued phones and other communication devices for personal use;
- Spousal Travel; and
- Other reimbursement expenses itemized in the corporate travel voucher.

IRS guidelines also require the Hospital to disclose certain information regarding travel, entertainment and other related expenses which will be adhered to fully.