KSUF-6 Travel/Entertainment or Other Expenses

KANSAS STATE UNIVERSITY
FOUNDATION

2323 Anderson Ave. Ste. 500 • Manhattan, KS 66502-2911
785-532-6266 • 800-432-1578 • www.found.ksu.edu

Print Form

Date 9/15/2010

Fund # CXXXXX

Fund Name Accounting General

Payee Name Dr. Ledger, CPA

Payee Title Assoc. Prof, Acctg

INSTRUCTIONS
1. This form should be used to report travel and entertainment expenses OR
2. This form should be used when there are multiple invoices for which one (1) Payee is being reimbursed.
3. Original and itemized receipts are required.
4. Multiple invoices should be taped to an 8 1/2 x 11 sheet of paper. Please place the invoices in the same order as information is entered on the expense form.
5. Please include names and titles of all persons entertained at a business meal, or other type of business entertainment.
6. If more room is needed, please attach information as necessary to accurately document the business purpose.

If this reimbursement request is for a business trip please describe the purpose of the trip & the destination

Dr. Ledger traveled to Washington, DC on 8/19-8/20 to attend the American Institute of Certified Public Accountant's Annual Accounting and Auditing Update. The event allowed him to network with peers in the same industry and earn continuing education credit required for his CPA licence.

Date	Expense paid to:	DESCRIPTION OF EXP & BUS PURPOSE Please state who, what, where, when, why to fully explain the nature of the expense.	Travel Expense Description (Use drop down list or type your own)	Other Expense Description (Use drop down list or type your own)	Fund # (if different from above)	Amount
07/15/2010	SW Airlines		Airfare			$750.00
07/15/2010	AICPA	The event registration included the cost of lunches while attending the conference.	Event Registration			$200.00
8/16/2010	Starbucks		Meal-Breakfast			$9.50
8/19/2010	Applebees's		Meal-Dinner			$20.00

Page 2 Total $470.00

Grand Total $1,449.50

Approved for Payment by (person with signature authority)

I certify to Kansas State University Foundation that these expenses are valid, for the benefit of Kansas State University, and in accordance with donor instructions as documented in the FUND's MOU or appropriate correspondence. I also certify that reimbursement for these expenses is not being requested from another source.

Dr. Ledger, CPA/Assoc. Prof, Acctg

Payee Name & Title (please print) | Signature | Date

Dr. William Widget, Dept Head, Acctg

Approved by Name & Title (please print) | Signature | Date

☒ Call for Pickup ☐ Return Ck To:

Name: Betty Bookkeeper

PH Number 2-XXXX

Dept: Accounting

Address: 456 GAAP Hall

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8/20/2010	Starbucks		Meal-Breakfast			$15.00
8/20/2010	Olive Garden	Dr. Ledger had dinner with Mr. Taxman, a speaker at the event and IRS agent. They discussed the possibility of Mr. Taxman speaking to KSU accounting students	Entertainment			$75.00
8/20/2010	Holiday Inn		Lodging			$380.00

Page 2 Total $470.00