Multiple Page Expense Reports

- If trip references an advance – DO NOT enter advance amount until the last page.
- Complete and Print first full page.
- Click on the Clear Form button.
- In the Miscellaneous section, enter the following amounts with explanation from page 1.
  - University Direct Pay
  - Expenses Paid by Individual
Multiple Page Expense Reports

<table>
<thead>
<tr>
<th></th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUBTRACT:</strong> UNIVERSITY DIRECT PAYCODE</td>
<td>475.00</td>
</tr>
<tr>
<td><strong>EQUALS:</strong> EXPENSES PAID DIRECTLY BY INDIVIDUAL</td>
<td>496.75</td>
</tr>
<tr>
<td><strong>SUBTRACT:</strong> TRAVEL ADVANCE(S)</td>
<td></td>
</tr>
<tr>
<td><strong>EQUALS:</strong> BALANCE DUE</td>
<td></td>
</tr>
<tr>
<td>INDIVIDUAL</td>
<td>496.75</td>
</tr>
<tr>
<td>UNIVERSITY</td>
<td></td>
</tr>
</tbody>
</table>

*IF NOT FULL REIMBURSEMENT, INDICATE AMOUNT TO PAY*

<table>
<thead>
<tr>
<th>Misc</th>
<th>D</th>
<th>E</th>
<th>Explanation of Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>475.00</td>
<td>x</td>
<td></td>
<td>Page 1 totals - University Direct Pays</td>
</tr>
<tr>
<td>496.75</td>
<td></td>
<td></td>
<td>Page 1 totals - Individual's Expenses</td>
</tr>
</tbody>
</table>
Multiple Page Expense Reports

- Continue completing form with additional days of travel.
- Repeat the previous steps if more than 2 forms are needed.
- Last page should be the top page and include:
  - Cash Advance amount, if applicable
  - Grand totals
  - Signatures
  - Budget information