

### GSA Expense Report

Name:	Date:
Email:	Phone:
Supervising Professor:	Supervising Professor Email:
Supervising Professor Signature:	

#### Expenses (all receipts must be provided)

	Expenses	Date:	Date:	Date:	Date:	Date:	Date:	GSA Total	Grand Total
1	Lodging								
2	Meals								
3	Registration								
4	Rental Car								
5	Other Transportation								
6	Air Travel								
7	Mileage (= miles driven x 0.655)								
8									
9									
10	Total Expenses								
11									
12		Amount from Source #1							
13		Amount from Source #2							
14		Amount from Source #3							
15		Total Amount from other Sources							
16									
17		Difference (between line 10 and 15)							
18									
19		Amount Requesting							
20		Amount Approved							

Please report sub totals of receipts used for Dedman GSA reimbursement by day and provide a grand total amount for comparison with reimbursements from other sources. Use additional pages if required.

\*\* 'Miles Driven' refers to the total roundtrip distance from SMU to your destination. Please supply a Google Maps printout (or equivalent) clearly indicating the total trip distance with SMU as the "From" location. Millage rate is updated annually to the current IRS rate; \$0.655 is the 2023 amount.