



Travel and Business Expense Report

Instructions/Purpose: The employee or visitor must complete this form when reimbursement is being requested. The completed and signed Travel and Business Expense Report (TABER) form with all appropriate receipts attached should be submitted after **department approval** to Accounts Payable, ASB, Room 302, 65 Davidson Road, Piscataway, NJ 08854, Busch Campus. If this form is printed, **please type or print legibly in BLACK ink.**

Department Reference Field (optional):

☐ Employee ☐ Visitor

Traveler Name:	Rutgers Employee ID#:	Request Date:
Traveler Mailing Address:		Traveler Phone Number:
Note: Active Rutgers University employees will receive reimbursements in their paychecks. Otherwise, checks will automatically be mailed to the above address unless one option below is selected:		
<input type="checkbox"/> Call for Check Pickup: (First Name, Last Name, Campus Phone Number)		
<input type="checkbox"/> Send Check to Approver's Location: (First Name, Last Name)		
<input type="checkbox"/> Send Check to Preparer's Location: (First Name, Last Name)		

Date	Description	Mileage	Amount

Please Explain the Reason or Purpose of Business Reimbursement:
(Required)

Total Amount 0\$0.00

Less Amount Disallowed

Reimbursable Expenses 0\$0.00

Less Cash Advances

Amount Due Traveler
(or University) 0\$0.00

Traveler's
Signature:

Campus Phone
Number
(Approver):

Approver's
Signature:

Print
Approver's
Name:

Account Distribution (required)					
Fund Source (Account)	Organization	Natural Account	Department Activity 1	Department Activity 2	Amount

Revised May 12, 2014			Advance Amount		
			Reimbursement Amount		0\$0.00