



# El Paso Community College Out-of-Town Expenditure Report

Trip No. \_\_\_\_\_

Name \_\_\_\_\_ I.D. # \_\_\_\_\_

Address \_\_\_\_\_ Dept. # \_\_\_\_\_ Ph. # \_\_\_\_\_

Account \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Campus \_\_\_\_\_ Ext. \_\_\_\_\_

FUND ORGN ACCT PROG ACT V

Trip Destination \_\_\_\_\_ Time Period: From: \_\_\_\_\_ To: \_\_\_\_\_

**AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE CLERK WITHIN 10 DAYS AFTER RETURN FROM TRIP WITH RECEIPTS ATTACHED. REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.**

**TRANSPORTATION:**

**TOTAL EXPENDITURES:** \$ \_\_\_\_\_

**PREPAID ITEMS:**

Airfare or \$ \_\_\_\_\_

Other Authorizing Signature \_\_\_\_\_

Automobile (Computed Road Map Mileage) \_\_\_\_\_

Travel Advance \$ \_\_\_\_\_

**OTHER EXPENSES**

Airline Tickets \_\_\_\_\_

Lodging \_\_\_\_\_

Lodging \_\_\_\_\_

Meals (Personal \$30.00/Day Limit) \_\_\_\_\_

Car Rental \_\_\_\_\_

Taxi \_\_\_\_\_

Registration \_\_\_\_\_

Parking \_\_\_\_\_

Other – Explain \_\_\_\_\_

Car Rental \_\_\_\_\_

\_\_\_\_\_

Registration Fees \_\_\_\_\_

LESS TOTAL PREPAID \$ \_\_\_\_\_

Miscellaneous (Explain and Attach Support) \_\_\_\_\_

DIFFERENCE \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENDITURES** \$ \_\_\_\_\_

**BALANCE DUE EMPLOYEE:**  
Check issued and  
Mailed to employee  
In the amount of \$ \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**AMOUNT OWED EPCC** \$ \_\_\_\_\_

**APPROVALS:**

Budget Head \_\_\_\_\_

Approved by A/P \_\_\_\_\_ Approval Finance \_\_\_\_\_