## EL PASO COMMUNITY COLLEGE OUT-OF-TOWN EXPENDITURE REPORT

TRIP#\_\_\_\_



ADDRESS: ACCOUNT# ACCT FUND ORGN ACCT FUND ORGN ACCT FUND ORGN ACCT FUND ACC FU	NAME:						VENDOR NO:			
FUND       ORON       ACCT       PROG       ACTV         Trip Destination       Time Period : From:       To         AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 10 DAYS AFTER RETURN FROM TRIP         WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.         TRANSPORTATION:       PREPAID ITEMS:         Airdare or       Travel Advance         Automobile (Computed Road Map Mileage)       Airline Tickets         DTHER EXPENSES:       Lodging         Lodging       Car Rental         Meals (Personal \$30.000day limit)       Registration         Taxi       Other - Explain         Parking       LESS TOTAL         Registration Fees       DIFFERENCE         Miscellaneous (Explain and Attach Support)       *Extra check returned to Accounts Payable 4/1/04	ADDRESS:					DEPT		EXT:		
FUND     DREN     ACCT     PROP     ACTV       Trip Destination     Time Period : From:     To       AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 10 DAYS AFTER RETURN FROM TRIP       WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.       TRANSPORTATION:     PREPAID ITEMS:       Airfare or     Travel Advance       Automobile (Computed Road Map Mileage)     Airline Tickets       OTHER EXPENSES:     Lodging       Lodging     Car Rental       Meals (Personal \$30.00(day limit))     Registration       Taxi     Other – Explain       Parking     LESS TOTAL       Registration Fees     DIFFERENCE       Miscellaneous (Explan and Attach Support)     *Extra check returned to Accounts Payable 41/04		xxxxx	Gxxxxx	72200		/	CAMPUS:	PH#:		
AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 10 DAYS AFTER RETURN FROM TRIP WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.  TOTAL EXPENDITURES  TRANSPORTATION:  Airfare or  Airfare or  Airfare or  Airfare or  Airtine Tickets  OTHER EXPENSES:  Lodging  Lodging  Lodging  Car Rental  Meals (Personal \$30.00/day limit)  Registration  Parking  Car Rental  Registration Fees  DIFFERENCE  *Extra check returned to Accounts Payable 4/1/04  Car Insurance  *Extra check returned to Accounts Payable 4/1/04		FUND	ORGN	ACCT	PROG	ACTV				
WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.         TOTAL EXPENDITURES         TRANSPORTATION:       PREPAID ITEMS:         Airfare or       Travel Advance         Automobile (Computed Road Map Mileage)       Airline Tickets         OTHER EXPENSES:       Lodging         Lodging       Car Rental         Meals (Personal \$30.00/day limit)       Registration         Taxi       Other – Explain         Parking       LESS TOTAL PREPAID         Car Rental       LESS TOTAL PREPAID         Registration Fees       DIFFERENCE         Miscellaneous (Explain and Attach Support)       * Extra check returned to Accounts Payable 4/1/04	Trip Destination			Tin	ne Period : Fr	om:		То		
TRANSPORTATION: PREPAID ITEMS:     Airfare or Travel Advance     Automobile (Computed Road Map Mileage) Airline Tickets   OTHER EXPENSES: Lodging   Lodging Car Rental   Meals (Personal \$30.00/day limit) Registration   Taxi Other - Explain   Parking LESS TOTAL   Registration Fees DIFFERENCE   Miscellaneous (Explain and Attach Support) * Extra check returned to Accounts Payable 4/1/04							BLE WITHIN 10 DAYS	AFTER RETURN FROM TRIP		
Airfare or Travel Advance     Automobile (Computed Road Map Mileage) Airline Tickets   OTHER EXPENSES: Lodging   Lodging Car Rental   Meals (Personal \$30.00/day limit) Registration   Taxi Other - Explain   Parking Car Rental   Registration Fees DIFFERENCE   Miscellaneous (Explain and Attach Support) *Extra check returned to Accounts Payable 4/1/04							TOTAL EXPENDITURES			
Automobile (Computed Read Map Mileage)       Airline Tickets         OTHER EXPENSES:       Lodging         Lodging       Car Rental         Meals (Personal \$30.00/day limit)       Registration         Taxi       Other – Explain         Parking	TRANSPORTATION:					PREPAID ITEMS:				
OTHER EXPENSES:       Lodging         Lodging       Car Rental         Meals (Personal \$30.00/day limit)       Registration         Taxi       Other – Explain         Parking	Airfare or					Travel Advance				
Lodging     Car Rental       Meals (Personal \$30.00/day limit)     Registration       Taxi     Other - Explain       Parking     Image: Car Rental       Car Rental     Image: Car Rental       Registration Fees     Image: Car Rental       Miscellaneous (Explain and Attach Support)     * Extra check returned to Accounts Payable 4/1/04	Automobile (Computed Road Map Mileage)					Airline Ticke	ts			
Meals (Personal \$30.00/day limit)       Registration         Taxi       Other – Explain         Parking	OTHER EXPENSES:					Lodging				
Taxi     Other – Explain       Parking     LESS TOTAL PREPAID       Car Rental     LESS TOTAL PREPAID       Registration Fees     DIFFERENCE       Miscellaneous (Explain and Attach Support)     * Extra check returned to Accounts Payable 4/1/04						Car Rental				
Parking Car Rental Registration Fees DIFFERENCE Miscellaneous (Explain and Attach Support) Car Insurance	Meals (Personal \$30.00/day limit)					Registration				
Car Rental LESS TOTAL PREPAID Registration Fees DIFFERENCE * Extra check returned to Accounts Payable 4/1/04	Taxi					Other – Exp	lain			
Registration Fees     DIFFERENCE       Miscellaneous (Explain and Attach Support)     * Extra check returned to Accounts Payable 4/1/04	Parking									
Miscellaneous (Explain and Attach Support) Car Insurance * Extra check returned to Accounts Payable 4/1/04	Car Rental									
	Registration Fees					DIFFERENCE				
	Miccollegooup /Englished Austria che							ccounts Payable 4/1/04		
BALANCE DUE EMIFLUTEE.						BALANCE DUE EMPLOYEE:				
Gas Check issued and mailed to employee	Gas						Check issued and mailed to employee			
TOTAL EXPENDITURES in the amount of: \$	TOTAL EXPENDITURES						in the amount of: \$			
	EMPLOYEE	E SIGNATURI	E							
Date Submitted: AMOUNT OWED EPCC \$	Date Submitted:					AMOUNT OWED EPCC \$				
APPROVALS:	APPROVALS: Budget Head:					 Date:				
	Buuget Heau.									
Other Authorizing Signature: Date:	Other Authori	izing Signatu	re:				Date:			
(FOR ACCOUNTING USE ONLY) Document Number: Document Total:	Document Numb	er:				Submission	Doc			
Status     Sequence:     Journal Type       Fund     Orgn     Acct     Prog     Actv		-		ct		уре	Acty			
		C' gii						DC:		
Fund     Orgn     Acct     Prog     Actv       Image: Strain	Fund	Orgn	Ac	ct	Prog	_				

## **TRIP REPORT**

Name of Person Traveling:
Department:
Date of Travel:
Place and Reason:
Description of Activity:
Pertinent observation relative to EPCC:
Key Contacts: