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:		
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	Registration Fees					DIFFERENCE				
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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:			
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TRIP REPORT

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