

Travel Expense Report

Traveler Information

Name	Address			Date Submitted
Department	To send check to			Phone Number
Dept	VP Approval for Travel			

Purpose of Travel Include destinations and/or business contacts. For conferences include title and sponsor organization

Estimated Expenses

Dates	Personal auto mileage	Personal auto mileage expense (.565)	Parking & Tolls	Air/Bus/ Rail Fare	Local taxi, Car Rental etc.	Lodging Expenses	Meals	Other		Total
								Description	Amount	
		0.00								0.00

Actual Expenses

Date	Personal auto mileage	Personal auto mileage expense (.565)	Parking & Tolls	Air/Bus/ Rail Fare	Local taxi, Car Rental etc.	Lodging Expenses	Meals	Other		Total
								Description	Amount	
		0.00								0.00
		0.00								0.00
		0.00								0.00
Totals		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00

Budget Number(s) XX-XXXX-XXXX	Amount (s)	Signatures		Summary	
	\$	I certify that the above expenses were incurred by me on behalf of the College		1. Total Actual Expenses	0.00
	\$			2. Amount Advanced	
	\$	Traveler		Date of advance	
	\$			If 1<2; Enter cash returned	
	\$	VP/President Approval		If 1>2; Enter amount due	
	\$				

For Business Office use only		
Vendor #	Date	Voucher #