Travel Expense Report 15-16

Date: _____________________________
Pay to: _____________________________

Trip to: _________________________________________________
Charge to: Dept name ______________________________AND
Account No. ___________________________________
Project Code: ___________________

Department Expense [ ] Professional Development Allowance [ ]

Expenses:
Auto mileage _______ miles @ .43 = $ ___________________
Physical plant approval @ .51 = $ ___________________
Approval signature_________________________
Travel fare: [ ] Air [ ] Bus [ ] Rail ___________________
Car Rental ___________________________________
Parking fee/toll fare ____________________________
Gasoline ______________________________________
Hotel/motel expenses ____________________________
Meals with tips _________________________________
Books/tapes/supplies ____________________________
Telephone _____________________________________
Conference Registration _________________________
Other (itemize) _________________________________
______________ ________________________________

Total expenses (Original receipts must be attached)$ ____________
Less: advance (Acct #________________) (__________)
Balance due you/College $ ___________________

Signature: ____________________________________________
Supervisory Approval: __________________________________

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