## **Travel Expense Report**

Effective July 15, 2018

## ☐ Direct deposit - required for faculty/staff and regular vendors ☐ Direct deposit - required for faculty/staff and regular vendors ☐ Cash ☐ Cash Send check to address below Send check to address below ☐ Check Check I will pick up the check П I will pick up the check Date to be paid: Date to be paid: Date: Date: Pay to: Pay to: Address: \_\_\_\_\_\_ Address: Trip to: Trip to: Charge to: Dept. name AND Charge to: Dept. name AND Account No. Account No. Project Code: \_\_\_\_ Project Code: \_\_\_\_\_ Expenses: Expenses: Auto mileage \_\_\_\_\_ miles @ .44 = \$\_\_\_\_\_ Auto mileage \_\_\_\_\_ miles @ .44 = \$\_\_\_\_\_ Physical plant approval @ .52 = \$ Physical plant approval @ .52 = \$ Approval signature Approval signature Travel fare: Air Bus Rail Travel fare: Air Bus Rail Car Rental Car Rental Parking fee/toll/gasoline Parking fee/toll/gasoline Lodging expenses, meals w/ tips Lodging expenses, meals w/ tips Other (itemize) Other (itemize) Total expenses (Original receipts must be attached) \$ Total expenses (Original receipts must be attached) \$ Less advance: Acct # Less advance: Acct # Balance due you/College Balance due you/College Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Supervisory Approval: Supervisory Approval: Reminder: Reimbursements for Reminder: Reimbursements for

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less than \$50 are issued in cash from the cashier

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