

Travel Expense Report

Effective July 15, 2018

- Direct deposit - required for faculty/staff and regular vendors
 Cash Send check to address below
 Check I will pick up the check

Date: _____ Date to be paid: _____

Pay to: _____

Address: _____

Trip to: _____

Charge to: Dept. name _____ AND

Account No. _____

Project Code: _____

Expenses:

Auto mileage _____ miles @ .44 = \$ _____

Physical plant approval @ .52 = \$ _____

Approval signature _____

Travel fare: Air Bus Rail \$ _____

Car Rental \$ _____

Parking fee/toll/gasoline \$ _____

Lodging expenses, meals w/ tips \$ _____

Other (itemize) \$ _____

_____ \$ _____

Total expenses (Original receipts must be attached) \$ _____

Less advance: Acct # _____ \$ _____

Balance due you/College \$ _____

Signature: _____

Supervisory Approval: _____

Reminder: Reimbursements for less than \$50 are issued in cash from the cashier

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