

# Travel Expense Report

Effective July 1, 2021

- 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: \_\_\_\_\_

## Personal Vehicle Expenses:

Auto mileage \_\_\_\_\_ miles @ .45 = \$ \_\_\_\_\_

If no GC Car available\* @ .53 = \$ \_\_\_\_\_

\*Physical Plant 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: ID/Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Balance due you/College    \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Departmental Supervisor Approval: \_\_\_\_\_

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

# Travel Expense Report

Effective July 1, 2021

- 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: \_\_\_\_\_

## Personal Vehicle Expenses:

Auto mileage \_\_\_\_\_ miles @ .45 = \$ \_\_\_\_\_

If no GC Car available\* @ .53 = \$ \_\_\_\_\_

\*Physical Plant 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: ID/Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Balance due you/College    \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Departmental Supervisor Approval: \_\_\_\_\_

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