Travel Expense Report Effective July 1, 2023

| Direct ofCashCheck | deposit - <i>required for faculty/staff and regular vendors</i> Send check to address below 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 @ .52 = \$ If no GC Car available* @ .62 = \$ | | | | | |
| Tra Ca Pa Lo Ot | al Plant Approval signature avel fare: Air Bus Rail \$ ar Rental \$ urking fee/toll/gasoline \$ dging expenses, meals w/ tips \$ her (itemize) \$ \$ | | | | |
| Total expenses (Original receipts must be attached) | | | | | |
| | vance: ID/Acct # \$ due you/College \$ | | | | |
| Signature: | | | | | |
| Departmental Supervisor Approval: | | | | | |

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

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| | avel fare: 🗖 Air 🗖 Bus 🗖 Rail | \$ | |
| | r Rental | \$ | |
| | rking fee/toll/gasoline dging expenses, meals w/ tips | \$ \$ | |
| | her (itemize) | \$\$ | |
| | · · · · · | \$ | |
| Total ex | (penses (Original receipts must be attac | hed) \$ | |
| Less advance: ID/Acct # | | | |
| Balance | due you/College | \$ | |
| Signature | : | | |
| Departme | ental Supervisor Approval: | | |

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