

# Travel Expense Report

Effective September 9, 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: \_\_\_\_\_

### Personal Vehicle Expenses:

Auto mileage \_\_\_\_\_ miles @ .44 = \$ \_\_\_\_\_

If no GC Car available\* @ .52 = \$ \_\_\_\_\_

\*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: 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 September 9, 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: \_\_\_\_\_

### Personal Vehicle Expenses:

Auto mileage \_\_\_\_\_ miles @ .44 = \$ \_\_\_\_\_

If no GC Car available\* @ .52 = \$ \_\_\_\_\_

\*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: Acct # \_\_\_\_\_ \$ \_\_\_\_\_

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

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

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

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