



Advance Travel Reimbursement

[To Be Filed Each Trip Within 30 Days]

Travel Date(s) From _____ To _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Hotel-Motel								
Breakfast								
Lunch								
Dinner								
Plane-Rail-Bus Fare								
Local Taxis-Bus Fare								
*Auto Mileage								
Garage-Parking								
Tolls								
Phone-Telegram								
Tips								
Fax Charges								
Conference Registration								
Totals								

Conference Title [please attach an agenda]: _____
 Other Personnel Attending: _____
 Location of Conference: _____
 Sponsored By: _____

I hereby certify that the above expenditures represent cash spent for legitimate college business only and includes no items of a personal nature. These expenses represent only those incurred by the employee.

Employee Signature _____ Date: _____

Repayment Recap	Date	Amount	*Mileage Record-Personal Vehicle	
Advanced Received			End of Trip	
Trip Expense			Less Start	
Overage-Due to College			Total Miles	
Shortage-Due to Employee			Rate	.555 cents per mile
			Total Reimbursed	

Supervisor Signature _____ Date: _____

Entertainment, Alcoholic Beverages, Or Any Expenses Related To Guest Accompaniment Are Not Reimbursable. Attached Additional Sheets If Necessary To Document Travel. Receipts Must Be Attached.