## **Travel Expense Report**

Effective August 5, 2024

## ☐ Direct deposit - required for faculty/staff and regular vendors ☐ Direct deposit - required for faculty/staff and regular vendors ☐ Cash Send check to address below ☐ Cash Send check to address below Check Check I will pick up the check I will pick up the check Date: \_\_\_\_\_ Date to be paid: \_\_\_\_\_ Date: Date to be paid: Pay to: \_\_\_\_\_ Pay to: Address: Trip to: Trip to: Charge to: Dept. name \_\_\_\_\_ AND Charge to: Dept. name \_\_\_\_\_ AND Account No. Account No. Project Code: \_\_\_\_\_ Project Code: \_\_\_\_\_ Personal Vehicle Expenses: Personal Vehicle Expenses: Auto mileage \_\_\_\_ miles @ .54 = \$\_\_\_\_\_ If no GC Car available\* @ .64 = \$\_\_\_\_\_ Auto mileage \_\_\_\_ miles @ .54 = \$\_\_\_\_\_ If no GC Car available\* @ .64 = \$\_\_\_\_\_ \*Physical Plant Approval signature \*Physical Plant Approval signature Travel fare: Air Bus Rail Travel fare: Air Bus Rail Car Rental Car Rental Parking fee/toll/gasoline Parking fee/toll/gasoline Lodging expenses, meals w/ tips Lodging expenses, meals w/ tips Other (itemize) Other (itemize) Total expenses (Original receipts inust to the second seco Total expenses (Original receipts must be attached) \$ Less advance: ID/Acct # \_\_\_\_\_\_\$\_\_\_\_ Balance due you/College Signature: Signature:

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

Departmental Supervisor Approval:

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