USE OF TRAVEL EXPENSE REPORT

1. This report is used for detailing travel expenses incurred by College employees when traveling on behalf of the College. Indicate purpose of trip on the top of the page.
2. List all expenses, reimbursable and non-reimbursable items, on the report.
3. A separate report should be made out for each person traveling.
4. Allowance for automobile travel is calculated per mile, plus tolls and parking.
5. Charges should be broken down for each day in the categories listed.
6. All receipts must be attached to the travel report.
7. Expenses charged to College American Express cards or other non-reimbursed items must be circled.
8. Daily expenses should be totaled and indicated on the total line. Grand total of all expenses should be put on line A.
9. Indicate any advances received from Business Office on line B. Include date received and check number.
10. Add all College American Express charges and put total on line C.
11. Add all other non-reimbursable expenses such as airline tickets or car rentals billed directly to College and put total on line D.
12. Subtract lines B, C, and D from A. If amount is greater than 0, put amount on line E, 'Balance Due Staff Member.' If amount is less than 0, put amount on line F, 'Balance Due College.'
13. Amount on line F should be returned to the Business Office with the travel report immediately following the trip. Any amount due to staff member from line E will be paid after the travel report is submitted.
14. The expense report should be signed by the staff member and department head.
15. Indicate account number(s) to be charged for the expenses of the trip.
16. No additional trave advances will be issued until all prior advances are settled.

NOTES: