

Travel and Expense Report

Name _____ Date(s) from _____ to _____

Purpose _____

Travel from _____ to _____

Breakdown of Expenses:

Conference/Workshop Registration Fee \$ _____

Air Travel (attach ticket) \$ _____

Personal Vehicle miles _____ @ .54/mile \$ _____

Rental Vehicle (attach contract) \$ _____

Hotel/Motel (attach receipts) \$ _____

Meals - \$35/day allowance (attach receipts for expenses over \$5) \$ _____

Miscellaneous (attach receipts for expenses over \$5 and explain in detail) \$ _____

Click here to enter text. \$ _____

Total Expenses Claimed \$ _____

Less Advance Received \$ _____

Total Reimbursement Requested \$ _____

Cash Advance Received \$ _____ Date _____

Total Balance Due to College \$ _____

(If an amount is due to the college, indicate how much and please attach a check or cash)

Disposition of Check: Choose an item.

Faculty Member Signature _____ Date _____

Vice President for Academic Affairs Signature _____ Date _____ Account Number _____

Note: Faculty member must present one copy of Form E2 with receipts and bills attached to the Vice President for Academic Affairs within three weeks after the conference/workshop.

Copy To: Business Office Faculty Member Vice President for Academic Affairs

