

# MONMOUTH COLLEGE TRAVEL EXPENSE RECORD

(Revised April 2009)

To be completed and submitted to the Department Head (staff) or VPAA (faculty) AFTER the trip is completed.

Name \_\_\_\_\_ Department / Office \_\_\_\_\_

Departure \_\_\_\_\_ Return \_\_\_\_\_  
 Date Time (a.m./p.m.) Date Time (a.m./p.m.)

Trip Purpose & Destination \_\_\_\_\_

Persons Accompanying \_\_\_\_\_

**»TRANSPORTATION**

If personal auto was used, did you request a college auto and it was not available? Yes \_\_\_\_\_ No \_\_\_\_\_

Odometer Reading (if used a college auto, attach the yellow copy of the Physical Plant Vehicle Authorization form)

Departure \_\_\_\_\_ Return \_\_\_\_\_ Total Miles \_\_\_\_\_

Mileage Reimbursement Requested Car or minivan - \$.36 per mile \$ \_\_\_\_\_  
 Full Van - \$.42 per mile \$ \_\_\_\_\_  
 If College Car Available - \$.20 per mile \$ \_\_\_\_\_

Air or Train or Car Rental From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL TRANSPORTATION** \$ \_\_\_\_\_

**»OTHER EXPENSES** (Receipts and/or documentation are required with this report)

Dates:								Total
Breakfast - inc. tip*	\$	\$	\$	\$	\$	\$	\$	\$
Lunch - inc. tip*								
Dinner - inc. tip*								
Tips - Porter & Misc.								
Hotel (receipt required)								
Taxi - inc. tip								
Local bus or carfare								
Misc.: Itemize								
<b>Total Other Expenses</b>	\$	\$	\$	\$	\$	\$	\$	\$

**TOTAL TRANSPORTATION AND OTHER EXPENSES (from above)** \$ \_\_\_\_\_

- ANY ADVANCE RECEIVED \$ \_\_\_\_\_

**= REIMBURSEMENT REQUESTED OR AMOUNT TO BE REFUNDED TO BUSINESS OFFICE (use parentheses if refunding the Business Office)** \$ \_\_\_\_\_

I hereby certify that these expenses were incurred by me as a necessary expense in the service of Monmouth College, and have not been paid by any other source.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Depart. Head (staff) \_\_\_\_\_ Date \_\_\_\_\_ Acct# \_\_\_\_\_

Approved by VPAA(faculty) \_\_\_\_\_ Date \_\_\_\_\_ Acct# \_\_\_\_\_

Approved by Business Office \_\_\_\_\_ Date \_\_\_\_\_