

**Employee Travel and  
Expense Report**

Employee Name:

Department Name:

**Employee expenses**

Date								Total
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Lodging								\$ -
Air/rail/taxi & tolls								\$ -
Rental car								\$ -
Conference fees								\$ -
Supplies								\$ -
Other (explain)								\$ -
								\$ -
								\$ -

**Personal vehicle expenses**

Date								Total
Miles Driven								
Reimbursement - 50 cents/mile	-	-	-	-	-	-	-	\$ -

**Entertainment expenses**

Description of Expense (Meal, Reception, Etc.)	Date	Guest(s) name and Purpose	Total

**College provided vehicle expenses**

Date								Total
Fuel purchased								\$ -
Misc. repairs								\$ -

Purpose of Trip (Include Date, Location, Etc):

Employee Signature

Approval Signature

Date

Expense Distribution	
Account #	Amount
Total Distribution	\$ -

**NOTE: All expenditures in excess of \$5.00 must be accompanied by an ORIGINAL receipt.**

TOTAL EXPENSES  
\$ -

LESS: ADVANCE  
\$ -

DUE COLLEGE  
\$ -

or  
DUE EMPLOYEE