

# 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 - \$.15 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 \_\_\_\_\_