

**TRINITY VALLEY COMMUNITY COLLEGE
EXPENSE REPORT**

NAME _____ CAMPUS/DEPT _____
 DESTINATION* _____ PURPOSE _____
 DEPARTURE DATE** _____ TIME: _____ RETURN DATE** _____ TIME: _____

	ADVANCE PAYMENTS	ACTUAL EXPENSES	BALANCE (Col. 1 - Col 2)
TRANSPORTATION (550110 OR 550210)			
1. Personal Vehicle Mileage <small># of miles driven _____ If TVCC vehicle isn't available, attach the VRF form & use current state rate. Otherwise use .30 per mile.</small>			
2. Inst. Vehicle <small>Gasoline purchased for TVCC vehicle Charge to Acct: 11-24-46005-551123-01)</small>			
3. Fares <small>Airfare, baggage fees, etc.</small>			
4. Car Rental <small>Attach receipts for rental and fuel purchased for rental vehicle</small>			
5. Misc. Transportation Costs <small>Parking, tolls, taxi, uber or shuttle</small>			
LODGING (550115 OR 550215)			
<small>Attach receipts for hotel</small>			
Meals (550120 or 550220)			
<small>Per diem includes incidentals B \$10, L \$14, D \$18 (\$10 per student meal)</small>			
REGISTRATION (550300)			
<small>Attach registration form</small>			
OTHER TRAVEL EXP (550125 or 550225)			
<small>Attach receipts for expenses</small>			
CHARGES TO COLLEGE CREDIT CARD: Column 1 & 2 should be identical			
Total Each Column:			

AMOUNT DUE TO TVCC _____ AMOUNT DUE TO EMPLOYEE _____
 Receipt #: _____ Check #: _____

DEPARTMENT ACCOUNT #'S CHARGED FOR AMOUNT DUE TO TVCC OR TO EMPLOYEE	
ACCT # _____	AMOUNT _____
ACCT # _____	AMOUNT _____
ACCT # _____	AMOUNT _____
Special Instructions: _____	

Requestor _____	Controller _____
Date _____	Date _____
Supervisor _____	*President _____
Date _____	Date _____
Vice President _____	
Date _____	