## TRINITY VALLEY COMMUNITY COLLEGE

**EXPENSE REPORT** 

NAME	
DESTIN	

DESTINATION<sup>\*</sup>  PURPOSE

CAMPUS/DEPT

DEPARTURE DATE**	TIME:	RETURN DATE**	TIME:		
		ADVANCE PAYMENTS	ACTUAL EXPENSES	BALANCE (Col. 1 - Col 2)	
TRANSPORTATION (550110	OR 550210)			(00	
1. Personal Vehicle Mileage	# of miles drivenIf TVCC vehicle isn't available, attach the VRF form & use current state rate. Otherwise use .30 per mile.				
2. Inst. Vehicle	Gasoline purchased for TVCC vehicle Charge to Acct: 11-24-46005-551123-01)				
3. Fares	Airfare, baggage fees, etc.				
4. Car Rental	Attach receipts for rental and fuel purchased for re	nt			
5. Misc. Transportation Costs LODGING (550115 OR 550215)	Parking, tolls, taxi,uber or shuttle				
LODGING (550115 OR 550215)					
	Attach receipts for hotel				
Meals (550120 or 550220)					
	Per diem includes incidentals				
REGISTRATION (550300)	B \$10. L \$14. D \$18 (\$10 per student)				
	<i>meal)</i> Attach registration form				
OTHER TRAVEL EXP (550125 o	r 550225)				
	Attach receipts for expenses				
CHARGES TO COLLEGE CRED	IT 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	Date	Controller		Date	
Supervisor	Date	*President		Date	
Vice President	Date				

\*\* Travel Expense Report MUST be submitted within 15 days of return

\*Out of state travel must be approved by President

Revised 2/2023