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 _________________________________________________________________________

»» »»TRANSPORTATIONTRANSPORTATIONTRANSPORTATIONTRANSPORTATION
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)

<table>
<thead>
<tr>
<th>Dates:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast - inc. tip*</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>Total $</td>
</tr>
<tr>
<td>Lunch - inc. tip*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner - inc. tip*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tips - Porter &amp; Misc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel (receipt required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi - inc. tip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local bus or carfare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. : Itemize</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Expenses</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

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