

UNION COLLEGE

TRAVEL EXPENSE FORM

NAME _____ DATE _____

CHARGE ACCT. _____ TRIP TO _____

ADVANCE DATED _____ IN THE AMOUNT OF \$ _____

MONTH OF:	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL
ROOM								
MEALS -Breakfast \$ 5.00 -Lunch \$10.00 -Dinner <u>\$20.00</u> Total Per Diem \$35.00								
TELEPHONE								
PARKING/TOLLS								
OWN VEHICLE <u>MILEAGE</u> - Allowed only if using personal vehicle because carpool/rental not available or used. START _____ END _____ _____ MILES @ .42 Per MILE=\$ _____								
OTHER EXPENSES- (Describe)								
REASON FOR USING OWN VEHICLE:								

PURPOSE OF TRIP: _____ TOTAL ADVANCE \$ _____

LESS EXPENSES \$ _____ TOTAL AMOUNT TO BE RETURNED TO UNION COLLEGE _____

APPROVED BY: _____ RECEIPT# _____ DATE _____

TOTAL TO BE REIMBURSED TO THE ABOVE ON OVER EXPENDITURES IS \$ _____