

INSTRUCTIONS FOR COMPLETING THE TRAVEL REPORT FORM

Requests for reimbursement of travel expenses should be submitted on a travel report form in accordance with the following:

* If reimbursement is for mileage only, or if all of the travel expenses were paid directly by a college check or purchase order, this form should not be used.

* *Expenses paid for by the traveler that are included as part of this report must be substantiated with original receipts.*

Please consult your institution's travel reimbursement policy for details on what types of expenses are allowable, and what type of documentation is required.

* All travel advances must be cleared by submitting a completed Travel Report within two weeks after the date of return.

1. **Name:** Name of traveler and/or person who received a travel advance.
2. **Date Submitted:** Date that the travel report is submitted for department approval.
3. **Purpose Of Trip:** Brief description of the trip, such as a conference, seminar, recruiting, etc. *Please include the name of the conference or seminar.*
4. **Date Of Departure:** Date on which the travel began.
5. **Destination:** City or town traveled to. If travel was outside of the United States, also list the country. If there were multiple destinations, please attach an itinerary.
6. **Date Of Return:** Date on which reimbursable travel ended.
7. **Mail Check To:** Enter the address to which the reimbursement check is to be mailed. *Please note that the check can only be sent to the payee.*
8. **# Of Business Days Traveled:** Enter the total number of business days traveled.
9. **Mode Of Transportation:** Indicate the principal mode(s) of transportation used, such as air, personal auto, rental car, train, etc.
10. **Direct Payment:** Itemize all payments for travel that were paid directly by a college check, such as hotel deposits, airfare, etc.
11. **Payment By Traveler:** Itemize all expenses paid for by the traveler from personal or travel advance moneys.
12. **Signature Of Traveler:** Signature of the traveler.
13. **Department Approval:** Signature of the Department Chair, Director, or Supervisor authorizing the travel expenses.
14. **Total Spent By Traveler:** Enter the total spent by the traveler. This amount should equal the amount listed in the total column.
15. **Travel Advance Received:** Enter the total moneys received by the traveler as an advance.
16. **Amount Due To Traveler:** Enter the amount spent by the traveler in excess of the advance.
17. **Refund Due To College:** Enter the amount of advance moneys not spent by the traveler. *If a refund is due the college, a check payable to the college must be attached to this report.*
18. **Amount:** Enter amount to be charged to an account number.
19. **Commodity Code:** Select a commodity code from the drop down box.
20. **Description:** Enter a brief 20 character description (if necessary).
21. **Account Number To Be Charged:** Enter the general ledger account number (not the account name) to which the travel expenses will be charged.
22. **Team Review:** For Financial Services use only.