**College and Career Advantage**

TRAVEL EXPENSE STATEMENT

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenses were incurred while in official attendance at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on the inclusive dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These expenditures were approved by the Governing Board at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unless receipts are attached, **DO NOT** CLAIM EXPENSES 1, 2, 3, or 6

1. TRANSPORTATION (Receipted bill attached) (rail, plane, bus) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. LODGING (Receipted bill attached) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. REGISTRATION FEE (Receipt attached) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. MEALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Breakfast | Lunch | Dinner | Day Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Total All Meals $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PRIVATE AUTO\_\_\_\_\_\_miles @ \_\_\_\_\_\_\_\_\_\_ Total Mileage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. OTHER EXPENSES (Attach receipt)

|  |  |
| --- | --- |
| Description | Amount |
|  |  |
|  |  |
|  |  |

Total Other Exp. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL ALL EXPENSES** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LESS ADVANCE** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NET TO EMPLOYEE**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above were actual and necessary expenses incidental to this conference/meeting.

Signature of Participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ P.O. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_