CISCO COLLEGE

TRAVEL ADVANCE REQUEST & RECONCILIATION
---OR---
TRAVEL REIMBURSEMENT REQUEST & RECONCILIATION

(NO NEED TO ENTER A REQUISITION AS LONG AS APPROVER SIGNS-TURN IN TO ACCOUNTS PAYABLE)

NAME OF EMPLOYEE _______________________________

DEPARTMENT ____________________________

BUDGET NUMBER ____________________________

PURPOSE OF TRAVEL ____________________________

LOCATION/DATES ____________________________

EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>ADVANCE</th>
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</thead>
<tbody>
<tr>
<td>MILEAGE (MILES@$0.50/MILE)</td>
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<td></td>
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<tr>
<td>HOTEL CHARGES (ATTACH RECEIPTS)</td>
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<tr>
<td>MEALS - BREAKFAST # (ATTACH RECEIPTS)</td>
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<tr>
<td>LUNCH # (ATTACH RECEIPTS)</td>
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<tr>
<td>DINNER # (ATTACH RECEIPTS)</td>
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TIPS (NOTE AMOUNT ON MEAL RECEIPTS)

OTHER

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TOTALS

AMOUNT DUE COLLEGE $ ____________

AMOUNT DUE EMPLOYEE $ ____________

DATE ____________________________

APPROVAL

I CERTIFY ALL EXPENSES INCURRED FOR OFFICIAL SCHOOL BUSINESS

EMPLOYEE SIGNATURE ____________________________

PLEASE NOTE: THE COLLEGE WILL REIMBURSE THE ACTUAL COST OF ELIGIBLE MEALS WHILE ON OFFICIAL COLLEGE BUSINESS UPON PRESENTATION OF RECEIPTS UP TO A MAXIMUM AMOUNT OF $26 PER DAY. HOTELS SHOULD BE BOOKED AT BEST AVAILABLE RATE.

IN TRAVEL WHERE NO RECEIPTS ARE PROVIDED, THE COLLEGE WILL ONLY REIMBURSE $5 PER MEAL.

IN THE CASE OF DAY TRAVEL, WHERE THE EMPLOYEE DEPARTS AND RETURNS ON THE SAME BUSINESS DAY, THERE ARE NO ELIGIBLE MEAL EXPENSES.