

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:

ACTUAL / ADVANCE

MILEAGE (MILES@\$.50/MILE) HOTEL CHARGES (ATTACH RECEIPTS)

MEALS- BREAKFAST# (ATTACH RECEIPTS)
LUNCH # (ATTACH RECEIPTS)
DINNER # (ATTACH RECEIPTS)

TIPS (NOTE AMOUNT ON MEAL RECEIPTS)

OTHER \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Table with 2 columns and 10 rows for recording expenses.

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.