TRAVEL
EXPENSE REPORT

Voorhees College

Date Submitted:

Name:

Department:

Account Number:

Date	Places Visited	Transportation: Auto Mileage	Transportation: Air Bus	Transportation: Taxi, Tolls Parking	Lodging	Meals	Incidental	Total
Allowance per mile for use of personal car ($.37) TOTALS								

Reason for Travel:

To Attend Annual Conference

Reconciliation

Total Expenses	$
less Checks Issued	$
Balance Due-College	$
Balance Due-Traveler	$

Signature of Traveler

Business Office Date

Departmental Approvals

Vice-President (Fiscal Affairs) Date

Revised: May 2007