

PARIS JUNIOR COLLEGE

Travel Report for Employees

Name _____

Date _____

RECORD TRANSPORTATION EXPENDITURES AND DUTIES PERFORMED

Date	Location Visited, People Contacted and Official Duties Performed	Miles Traveled Personal Auto

1. Total Personal Car Mileage _____ miles at \$.40 per mile \$ _____
2. Total Fares Paid (Air, Bus, or Car Rental) \$ _____
3. Taxi-Tolls-Parking \$ _____
4. Lodging Costs \$ _____
5. Meal Costs \$ _____
6. Other Expenses \$ _____
7. Total Expenses (total of line 1 through 6) \$ _____
8. Amount Advanced by PJC (if any give date _____) \$ _____
9. Amount Due Employee (subtract line 8 from line 7) \$ _____
10. Total Amount Due the College \$ _____

ACCOUNT # _____

APPROVED: _____

VENDOR # _____

Employee _____

AMOUNT \$ _____

DATE _____

Division Chairman _____

CHECK # _____

Administrative Head _____

CHECK DATE _____

(SEE REVERSE SIDE)

Transportation						Other Expenses		
Date	Mileage Expenses	Air, Bus or Car Rental	Taxi, Tolls, Parking	Lodging Cost	Meal Cost	Other Expenses	Description	Total Expenses
							TOTAL EXPENSES	

TOTAL REIMBURSABLE EXPENSES	
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Summarize and evaluate travel as it relates to your area:

[illegible]