Grinnell College Travel Expense Report										
Trave	Fraveler name: Trip to:									
P-CA	P-CARD #: Purpose:									
Traveler Address/Dept: Dates:										
	Aultiple Location DATE									
	tinerary	CITY							College	Personal
	•	CITY						†	Credit Card	Payment
										•
	Airfare and Baggage	College CC							-	
Т	Fees	Personal Pymt								-
'	Auto Rental	College CC							-	
R	& Fuel	Personal Pymt  College CC								-
N	Ground	Personal Pymt							-	
Α	Transportation  Mileage @	College CC								-
^	Enter # miles	Personal Pymt								-
V	Enter winnes	College CC							-	
	Parking & Tolls	Personal Pymt								<del>-</del>
Е	0 11 11	College CC							-	
_	Hotel & Lodging	Personal Pymt								-
L	Internet, Fax, and	College CC							-	
	Telephone	Personal Pymt								-
		College CC							-	
	Tips (non-meal)	Personal Pymt								-
		College CC							-	
M	Breakfast	Personal Pymt								-
E		College CC							-	
A	Lunch	Personal Pymt								-
L	Dinner	College CC							-	
S		Personal Pymt								-
	Fatoutoiamont	College CC							-	
М	Entertainment	Personal Pymt								-
I	Conference Registration	College CC Personal Pymt							-	-
S	Registration	College CC							-	<u>-</u>
C	Incidentals	Personal Pymt								
		; resonarryme }			-	1				
	Employee signature				Date		Please note if you had any of the following they must be		<u></u>	Total College Credit Card
	Approval signature Date			Date		included on this report:		\$ -		
					<ul> <li>□ Airfare</li> <li>□ Ground Transportation</li> <li>□ Lodging</li> <li>□ All original receipts are preferred, \$50 &amp; over are required.</li> </ul>		Total Personal Pymt	ċ		
	Account name Account #							Total reisonal rymit	-	
								Less Personal Costs		
	Account name Account #									
								Total Trip Cost	\$ -	
	PLEASE READ CAREFULLY: This report must be used when claiming reimbursement for expenses incurred while traveling on College business. The traveler should keep an accurate record of expenses and attach itemized receipts. If a travel					☐ Conference Registration		Less advance		
						. If a travel	<ul> <li>If additional explanation is needed, use back of report.</li> </ul>		10-0000000-11202	
	advance has been issued, the amount should be noted.				IBSE OF	Balance Due to				
	THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COUR OFFICIAL BUSINESS.					KSE OF			Employee/ (College)	
									. , , (0-/	

DETAIL FOR MULTIPLE RECEIPTS TOTALING ONE EXPENSE (such as meals, tolls, etc.)								
Date	Expense Type	Receipt 1	Receipt 2	Receipt 3	Total			
					\$ .			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			

EXPLANATION OF MISCELLANEOUS EXPENSES & MISSING RECEIPTS								
Date	Amount	Amount Description of missing receipts and/or items entered in "Incidentals".						
EXPENSE DETAIL - GROUP MEALS & ENTERTAINMENT								
Date	Expense Type		Attendees/Description	Total				
	+							