

### Grinnell College Travel Expense Report

Traveler name:	Trip to:
P-CARD #:	Purpose:
Traveler Address/Dept:	Dates:

Multiple Location Itinerary	DATE						College Credit Card	Personal Payment
	CITY							
	CITY							
<b>T</b>	Airfare and Baggage	College CC					-	
	Fees	Personal Pymt						-
<b>R</b>	Auto Rental	College CC					-	
	& Fuel	Personal Pymt						-
<b>A</b>	Ground Transportation	College CC					-	
		Personal Pymt						-
<b>V</b>	Mileage @ ____	College CC					-	
	Enter # miles ____	Personal Pymt						-
<b>E</b>	Parking & Tolls	College CC					-	
		Personal Pymt						-
<b>L</b>	Hotel & Lodging	College CC					-	
		Personal Pymt						-
<b>M</b>	Internet, Fax, and Telephone	College CC					-	
		Personal Pymt						-
<b>E</b>	Tips (non-meal)	College CC					-	
		Personal Pymt						-
<b>A</b>	Breakfast	College CC					-	
		Personal Pymt						-
<b>L</b>	Lunch	College CC					-	
		Personal Pymt						-
<b>S</b>	Dinner	College CC					-	
		Personal Pymt						-
<b>M</b>	Entertainment	College CC					-	
		Personal Pymt						-
<b>I</b>	Conference Registration	College CC					-	
		Personal Pymt						-
<b>C</b>	Incidentals	College CC					-	
		Personal Pymt						-

Employee signature	Date
Approval signature	Date
Account name	Account #
Account name	Account #

**Please note if you had any of the following they must be included on this report:**

- Airfare
- Ground Transportation
- Lodging
- All original receipts are preferred, \$50 & over are required.
- Conference Registration
- If additional explanation is needed, use back of report.

\$ -	Total College Credit Card
Total Personal Pymt	\$ -
Less Personal Costs	
Total Trip Cost	\$ -
Less advance 10-000000-11202	
Balance Due to Employee/ (College)	

**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 advance has been issued, the amount should be noted.  
**THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COURSE OF OFFICIAL BUSINESS.**

