



Miles College Title III Program
TRAVEL EXPENSE REPORT

Date: _____

TRAVEL EXPENSE REPORT IS DUE WITHIN SEVEN (7) WORKING DAYS AFTER PAYEE'S RETURN TO CAMPUS.

DESTINATION: _____

PURPOSE OF TRAVEL ADVANCE:

TRAVEL DATES: _____ THROUGH _____ # OF DAYS _____

TRANSPORTATION
 SUMMARY:

PA= Private Auto (_____ cents per mile) PC= Public Carrier
 CA= College Auto RC= Rental Car

DATE	FROM	TO	MODE	MILES	AMOUNT

DISTRIBUTION - APPROVALS		EXPENSE SUMMARY	AMOUNT
		(Itemized on Reverse Side)	
ACCOUNT	AMOUNT	Lodging (Receipt Required)	
		Meals (Receipts Required)	
		Other (Receipts Required)	
		Total Trip Expense	
		Deduct: Prepaid Registration Fees	
CHAIRMAN/ADMINISTRATOR	DATE	Deduct: Advance Fares	
		Deduct: Travel Advance	
		Amount Due Payee	
ACTIVITY DIRECTOR	DATE	Amount Due College	
BUSINESS MANAGER	DATE	Payee Signature and Date	
		Payee Name : Typed or Printed	

