

MILES COLLEGE
BIRMINGHAM, ALABAMA 35208

TRAVEL EXPENSE REPORT

Destination _____

Purpose of Trip _____

Date _____ Through _____

PA = PRIVATE AUTO (_____ cents per mile)

PC = PUBLIC CARRIER

CA = COLLEGE AUTO

RC = RENTAL CAR

TRANSPORTATION SUMMARY

DATE	FROM	TO	MODE	MILES	AMOUNT

REIMBURSEMENT IS NOT AUTHORIZED FOR PERSONAL EXPENSES SUCH AS FLIGHT INSURANCE, ALCOHOLIC BEVERAGES, PERSONAL TELEPHONE, VALET SERVICE, ETC.

DISTRIBUTION – APPROVALS

**EXPENSE SUMMARY
(Itemized on Reverse Side)**

ACCOUNT	AMOUNT	
		LODGING (Receipt Required)
		MEALS (Receipts Required)
		OTHER
CHAIRMAN/ADMINISTRATOR	DATE	TOTAL TRIP EXPENSE
DEAN/DIRECTOR	DATE	DEDUCT: PREPAID REGISTRATION FEES
BUSINESS MANAGER	DATE	DEDUCT: ADVANCE FARES
		DEDUCT: TRAVEL ADVANCE
		AMOUNT DUE PAYEE
		AMOUNT DUE COLLEGE
		PAYEE SIGNATURE AND DATE
		PAYEE NAME: TYPED OR PRINTED