



**TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_ Employee # \_\_\_\_\_  
Employee's Position \_\_\_\_\_ Work Loc. # \_\_\_\_\_  
School Name \_\_\_\_\_

(Description of conference, meeting, etc.) \_\_\_\_\_ Reason for Travel \_\_\_\_\_ Location (City, State) \_\_\_\_\_  
**TRAVEL MODE:** Actual Departure \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_  
 Air  Private Vehicle  Rented Vehicle Actual Return \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_  
 Other, Explain \_\_\_\_\_

STATEMENT OF EXPENSES	ESTIMATED	ACTUAL	PAID DIRECTLY TO VENDOR
1. Transportation (Common Carrier)	\$ _____	\$ _____	\$ _____
2. Registration Fee	_____	_____	_____
3. Entrance Tickets to (Amusement Parks, Shows, Exhibitions, etc.)	_____	_____	_____
4. Taxi, Tolls, Parking	_____	_____	_____
5. Private Vehicle Mileage (29~ /mile)	_____	_____	_____
6. Lodging (Hotel/Single Rate only)	_____	_____	_____
7. Meals	_____	_____	_____
8. Per Diem \$ _____ X _____ Days =	_____	_____	_____
9. Other-Miscellaneous	_____	_____	_____
10. Student Expenses (Receipts and/or Statements)	_____	_____	_____
A. Transportation (If Additional "1" Above)	_____	_____	_____
B. Lodging	_____	_____	_____
C. Meals	_____	_____	_____
D. Other _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____
*Advance Requested \$ _____			

Total Actual Expenses \_\_\_\_\_ \$  
Less Amount Advanced Ck# \_\_\_\_\_ \$  
Less Payments to Vendor Ck# \_\_\_\_\_ \$  
Amount Due Employee Ck# \_\_\_\_\_ \$  
Refund Due School Receipt # \_\_\_\_\_ \$

**I respectfully request authorization to incur the above estimated expenses for temporary duty to travel as indicated on this report in the performance of my official duties.**

Traveling Employee's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**FUNDS AVAILABLE CERTIFICATION:**

Account: Program \_\_\_\_\_ Function \_\_\_\_\_ Account Name \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**NOTE: List of students traveling must be included on the back page of this report.**

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS (continued)

LIST OF ACCOMPANYING STUDENTS			
STUDENT'S NAME	STUDENT'S SIGNATURE	CHAPERONE'S TITLE/NAME	CHAPERONE'S SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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17.			
18.			
19.			
20.			