TRAVEL EXPENSE REPORT

ADMIN. OFFICE	BUSINESS OFFICE
OFFICE USE ONLY	AMOUNT
ACCT. NO.	

NAME

DEPARTMENT / DIVISION

DATES OF EXPENSES
FROM: TO:

PURPOSE CODES
1. SCHOOL/STUDENT CONTACT 2. HOME VISITATION 3. ADMINISTRATIVE MEETINGS 4. GENERAL TRAVEL 5. OTHER (Explain)

DATE	PURPOSE CODE	DESTINATION	MILES	OTHER EXPENSES

COMMENTS

SUB TOTALS	
MILES X _____ ¢ =	
TOTAL ▶	

X
EMPLOYEE'S SIGNATURE DATE

X
SUPERVISOR'S SIGNATURE DATE

MUST ATTACH ALL DOCUMENTATION TO SUPPORT HOTEL, MEALS, AND OTHER EXPENSES

DISTRIBUTION: WHITE (Business Office) YELLOW (Employee)