Name: | **Destination:**

Account Name: | **Purpose:**

Departure Date	Departure Time	Return Date	Return Time

Airfare	Mileage	Personal car (x)	State car (x)	Car Rental	Airport Parking	Train

Date	Breakfast	Lunch*	Dinner	Hotel	Hotel taxes	Hotel internet	Hotel Parking

Tolls	Tolls	Cab	Cab	Cab	Gas: $$	Other

Personal Expenses to Reimburse College

Amount	Explanation

*Lunch is not covered by the Foundation unless it is part of an official meeting (agenda or itinerary must be provided)

Signature____Date______________________________

Travel Expense Report 11/2022

College Advancement