

**SWEET BRIAR COLLEGE**

**TRAVEL EXPENSE SUMMARY**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 \_\_\_\_\_

TRAVEL TO: \_\_\_\_\_  
 BUSINESS PURPOSE: \_\_\_\_\_

**EXPENSES PAID BY EMPLOYEE**

DATES:									TOTAL
Mileage									0
* Rate \$.50	-	-	-	-	-	-	-	-	-
Parking/Tolls									-
Taxi/Shuttle									-
Car Rental									-
Airline/Train									-
Lodging									-
Breakfast									-
Lunch									-
Dinner									-
Entertainment									-
Other*									-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-

**EXPENSES CHARGED TO PCARD (LIST):**

									-
									-
									-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-

Itemize Other\* \_\_\_\_\_

<b>TOTAL EXPENSES</b>	-
<b>Less: EXPENSES CHARGED TO PCARD</b>	-
<b>TOTAL DUE TO EMPLOYEE</b>	-

Check Delivery    circle one-->    pick up    campus mail    U.S. Mail

Expense Coding:	INDEX	FUND	ORG	ACCT	PROG

Signature of Employee:		Date:
Dept Head Approval:		Date: