MESSIAH COLLEGE

Travel Expense Report for Employees

FY13

Do not use this form to reconcile a cash advance, rather, use the *Cash Advance Reconciliation* form.
To reconcile expenses, fill out the first page, then begin entering expenses on page 2.
If using Google Chrome or an Apple brand device, **open this form in Adobe Reader**. It will not work in Preview.

Employee Name _____

Submit Date _____

Employee ID Number ⬚⬚⬚⬚⬚⬚⬚

Supervisor Name _____

Destination _____

Organization Number ⬚⬚⬚⬚

Depart Date _____

Activity Code (*if applicable*) ⬚⬚⬚⬚⬚

Return Date _____

Purchase Order (PO) Num. ⬚⬚⬚⬚⬚⬚⬚

The section below is automatically calculated. However, you may enter a description and account number for up to 3 custom accounts to be used later in the form. The totals will still be calculated automatically.

Description	Org	Acct	Activity	Accounting Amt

Total Expenditures _____

Vehicle Type: _____

Mileage Rate ⬚⬚⬚

Redesign Annually. Last update 6/18/2012 SBeaver

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's expenditure policy and purchasing policies. I also certify that any mileage expenses claimed are true and accurate to the best of my knowledge. All mileage stated above is for college business purposes only and not for personal use.

Employee/Cardholder

_____ _____ _____
Printed Name *Signature* *Date*

Supervisor / VP

_____ _____ _____
Printed Name *Signature* *Date*

MESSIAH COLLEGE®

Travel Expense Report for Employees

FY13

Employee Name _____ Employee ID Number [ ][ ][ ][ ][ ][ ][ ]

Travel Date						
Cities Visited						
Airfare (6200)						
Parking/Tolls (6217)						
Rental Car / Gas (6203)						
Taxi/Bus (6203)						
Train (6225)						
Miles Driven						
x Mileage Rate (6203)						
Subtotal						
Hotel & Lodging (6205)						
Breakfast (6224)						
Lunch (6224)						
Dinner (6224)						
Subtotal						
Conference Reg. (6204)						
Gratuity / Misc (6217)						
Subtotal						
Daily Totals						

MESSIAH COLLEGE.

Travel Expense Report for Employees

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Employee Name _____   Employee ID Number ☐☐☐☐☐☐☐

Travel Date						
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Parking/Tolls (6217)						
Rental Car / Gas (6203)						
Taxi/Bus (6203)						
Train (6225)						
Miles Driven						
x Mileage Rate (6203)						
Subtotal						
Hotel & Lodging (6205)						
Breakfast (6224)						
Lunch (6224)						
Dinner (6224)						
Subtotal						
Conference Reg. (6204)						
Gratuity / Misc (6217)						
Subtotal						
Daily Totals						

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Travel Expense Report for Employees

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Miles Driven						
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Subtotal						
Hotel & Lodging (6205)						
Breakfast (6224)						
Lunch (6224)						
Dinner (6224)						
Subtotal						
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Subtotal						
Daily Totals						

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