MESSIAH COLLEGE®

Travel Expense Report for Spouse or Dependent of Employee

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 _____

Below, please list the duties of the spouse/dependent:

Spouse/Dependent Name _____

Purchase Order (PO) Num. [_____]

Make sure you fill in Depart/Return dates above. The dates at the top of pages 2-6 will not show without that.

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: ○ Car ○ Van   Mileage Rate [_____]   Redesign Annually. Last update 6/25/2012 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*

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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						

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Taxi/Bus (6203)						
Train (6225)						
Miles Driven						
x Mileage Rate (6203)						
Subtotal						
Hotel & Lodging (6205)						
Breakfast (6224)						
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Subtotal						
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Subtotal						
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