

# Monthly Expense Report

**INSTRUCTIONS**

- 1. Attach receipts, except for per diem.
- 2. Identify account number to be charged and give a summary of charges on the bottom of the form.
- 3. Obtain approval signatures as indicated.
- 4. Submit report to the Business Office by the 22nd of the month.

Name:

Month:

20

Date	Itinerary and Notes	Per Diem	Lodging	Travel Fares	Auto Mileage	Telephone	Taxi	Misc.	Explanation of Expenses
TOTALS									GRAND TOTAL: \$
APPROVAL SIGNATURES:					Total miles x .41¢ = \$				

Please indicate below the account numbers which should be charged for expenses listed above:

Employee Signature	Dept/Division Signature	Account # _____	Amount \$ _____
College Administrator	VP Finance	Account # _____	Amount \$ _____
	Controller	Account # _____	Amount \$ _____

**UNION COLLEGE**  
**Trip Authorization**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Date(s) off Campus: \_\_\_\_\_

Transportation:

Providing own vehicle (Rate Per Mile: 41¢)

Estimated Mileage: \_\_\_\_\_

Other Passengers: \_\_\_\_\_

Passenger in another vehicle

Air fare: \_\_\_\_\_

Per Diem: Full day: \$41.00 \_\_\_\_\_

Fully Entertained: \$14.00

Partial day/per meal: \$14.00

Int'l Travel: Additional \$14.00

Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Charge to Account Number: \_\_\_\_\_

Obtain signatures in order indicated:

\_\_\_\_\_  
Department/Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP for Finance

\_\_\_\_\_  
Date

*Form will be returned to you after approval.  
Please use opposite side to report trip expenses.*