**Bates College - Travel Expense Report**

**Fund:**

**Org:**

**Traveler Name:**

**ID Number:**

**Telephone:**

**Address:**

Circle appropriate description:

1 = Employee

2 = Student

3 = Volunteer

0 = Candidate

0 = Prospects/Counselors

**Business Purpose/Description of Trip:**

*Attach original receipts, travel itinerary, and conference schedule/brochure.*

<table>
<thead>
<tr>
<th>Dates</th>
<th>Destination Location</th>
<th>Mileage Reimbursement ($.505/mile)</th>
<th>Parking/Tolls</th>
<th>Air Transportation</th>
<th>Taxi/Subway/Train/Shuttle</th>
<th>Rental Car</th>
<th>Lodging</th>
<th>Meals</th>
<th>Conference Registration</th>
<th>Other</th>
<th>Sub-Total</th>
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</table>

**Other expenses paid or separately reimbursed by the College for this travel:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Method of Payment</th>
</tr>
</thead>
</table>

**For Office Use Only**

I certify that the expenses included on this report are for authorized Bates College business and are unduplicated, true and correct and have not been/will not be reimbursed to me or paid for on my behalf by Bates College or any other source.

**Traveler Signature:**

**Date:**

**Approver Name (print):**

**Approver Signature:**

**Date:**

**Balance Requested:**

$_______

**Cash Amount Reimbursed (limited to $150):**

**Receiver Name:**

**Date:**

**Receiver Signature:**

**Cashier:**

**Method of Payment Description**

- Mileage Reimbursement
- Parking/Tolls
- Air Transportation
- Taxi/Subway/Train/Shuttle
- Rental Car
- Lodging
- Meals
- Conference Registration
- Other

**Total Expenses**

$_______

**LESS: Cash Advanced**

- Airline Ticket Advanced
- Conference Registration Advanced
- Lodging Advanced

**ADD:**

- Cash Returned (Deposit Receipt #__________)

$_______