

UNIVERSITY OF THE CUMBERLANDS

TRAVEL LOAN EXPENSE REPORT

FILL THIS OUT WHEN RETURNING FROM YOUR TRIP

Travel Loan Recipient Name and ID: _____	Date of Loan: _____
Department and Object Code to be Charged: _____ - _____	Amount of Loan: _____
Date of Submission: _____	Amount of Expenses: _____
Where and why did you go? _____	Difference: _____

Month: ____ Year: ____	Sun__	Mon__	Tue__	Wed__	Thu__	Fri__	Sat__	Total
Room # of rooms x cost =								
Breakfast # of people x cost =								
Lunch # of people x cost =								
Dinner # of people x cost =								
Tips								
Misc. Cost** (please itemize on back)								
Parking Fees								
Tolls								
Taxi, Bus, Train <i>Public Transportation</i>								
Air, Bus, Train <i>Commercial Transportation</i>								

Mileage:	Start	End	Total Mileage	Cents per mile	Total Mileage Expense			
Personal Vehicle								
College and Enterprise:	Turn all mileage into Bock Building							

Return excess money to the Bursar's Office and attach a copy of the receipt to this form. Please attach all receipts over \$7. Please list all attendees on back of this form. **No professional membership or equipment should be reported in MISC cost.

TOTAL EXPENSE	\$
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Please fill out both sides.

Requested By _____ Date _____ Department Head Approval _____ Date _____

Academic Dean Approval _____ Date _____ Business Office Approval _____ Date _____

