Pacific Union College

Travel Expense Report

(Please print or type)

Payroll Use Only

Date _____

Name _____ Mail To: Address _____

I.D. Number _____ City, State, Zip _____

Check One: ☐ Faculty / Staff ☐ Student ☐ Non Pacific Union College Employee **Before completing this report see instructions on reverse side**

Date	To or From Where and Nature of Trip	Other Expenses		Meals or Per Diem	Lodging	Auto Expenses			Fare
		Description	Amount			Mileage	Rate	Amount	
(Please attach actual receipts)		**Subtotal**							

CHARGE:

Instructional (Depts. 001-199) **Total** _____

Conventions . . . . . 0 1 - _ _ _ - 0 - 7 0 - 0 - 9 4 1 0 - 0 0 . . . . . _____

Travel . . . . . 0 1 - _ _ _ - 0 - 7 0 - 0 - 9 4 3 0 - 0 0 . . . . . _____

Other . . . . . 0 1 - _ _ _ - 0 - 7 0 - 0 - _ _ _ _ - _ _ . . . . . _____

Administrative, Auxiliary and Services (Depts. 200-799)

Travel and Conventions . . . . . 0 1 - _ _ _ - 0 - _ _ - 0 - 9 4 3 5 - 0 0 . . . . . _____

Other . . . . . 0 1 - _ _ _ - 0 - _ _ - 0 - _ _ _ _ - _ _ . . . . . _____

Other . . . . . 0 1 - _ _ _ - 0 - _ _ - 0 - _ _ _ _ - _ _ . . . . . _____

Other . . . . . 0 1 - _ _ _ - 0 - _ _ - 0 - _ _ _ _ - _ _ . . . . . _____

Graduate Study or Moving Expenses

Prepaid . . . . . 0 1 - 0 0 0 - 0 - 1 0 - 0 - 3 1 3 _ - _ _ . . . . . (Dr.) _____

Clearing . . . . . 0 1 - 0 0 0 - 0 - 1 0 - 0 - 3 1 3 _ - 9 9 . . . . . (Cr.) _____

Expense (Graduate Study) . . . . . 0 1 - 3 0 3 - 0 - 7 7 - 0 - 9 7 3 0 - 0 1 . . . . . (Dr.) _____

Expense (Moving) . . . . . 0 1 - 5 9 9 - 0 - 8 0 - 0 - 9 7 4 7 - 0 0 . . . . . (Dr.) _____

I certify that the expenses reported above represent actual out-of-pocket expenses incurred by me. **Total** _____

Date _____ Signature _____ Administrative Officer _____

Department Head _____ Financial Administration Approval _____

BMO- 1 7/94

Financial Administration Copy

Instructions for Preparation of the Travel Expense Report

Before Traveling, an approved blue *Travel Authorization Request* must be on file.

Preparation of the form

To ensure legibility type all information.

1. Purpose of this Report: The purpose of this form is to document those items relating to travel expense for which you are requesting reimbursement. The Director of Budgets and Fiscal Services should be consulted **before** using the form for claiming reimbursement for any other types of expenses.

2. Frequency of Submission: Expense reports should be submitted at least once a month.

3. Name and ID Number: Your name and ID number should be typed or printed.

4. Address: This should be filled in for only those reports where payment will be mailed.

5. Date and Reporting of Expenses: For ease of auditing, expenses to be reimbursed should be recorded on a daily basis.

6. Nature of Trip: Departure and ending locations should be listed together with a brief description of the nature of the trip such as the name of the convention or meeting.

7. Other Expenses: In this column should be included items such as bridge tolls, parking fees, taxi or local bus fares, tips, authorized supplies, and any other related items not reported elsewhere.

8. Per Diem: Full per diem, see Faculty Handbook.

9. Lodging: Actual hotel/motel. Attach receipt.

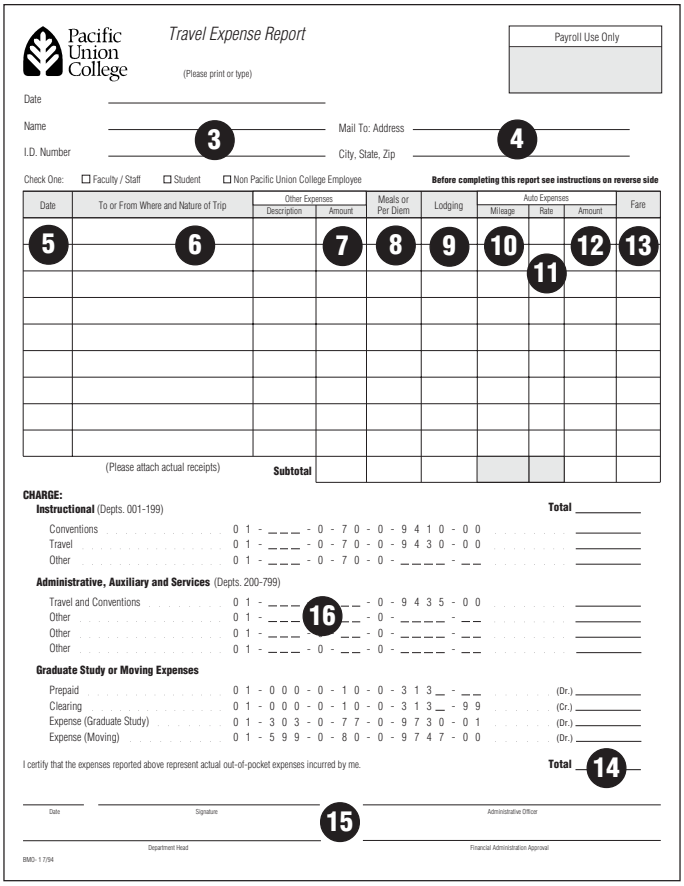
10. Mileage: Mileage between the departure and ending locations is indicated under nature of trip. This mileage may also include local mileage at the ending location.

11. Rate: All mileage is reimbursed at the rate established by the General Conference. See Faculty Handbook.

12. Amount: This amount is derived by multiplying the number of miles times the approved rate.

13. Fare: Most air, rail or bus tickets should be purchased through the Director of Budgets and Fiscal Services' office. This is accomplished by completing the blue Travel Authorization Request form. Employees are encouraged to thoroughly investigate potential savings by use of special fares through the travel agency, such as Economy, Supersaver, etc. Attach copy of plane ticket.

14. Totaling of Costs: It is the responsibility of the employee to total each column and to place the grand total in the space indicated.



15. Approvals: It is the responsibility of the employee to obtain his or her department head's approval. The department head will forward travel expense report to the appropriate administrative officer such as the Academic Dean or the Vice President for Student Services. The administrative officer then forwards the report to the Director of Budgets and Fiscal Services office for auditing and payment.

16. Account to be Charged: It is the department head's responsibility to insure that the appropriate account has been entered in the spaces provided. In most cases, all that is necessary is to fill in the department number.