Pacific Union College - Travel Expense Reimbursement

NOTE: All Faculty/Staff reimbursements are processed through Direct Deposit – contact A/P if not enrolled with Paymerang.

Name _____   Status: ☐ Faculty/Staff

Address _____   ☐ Student

_____   ☐ Non-PUC Employee

ID # _____   Date: _____

Travel To/From (Location): _____   Travel Dates: From _____ To_____

Purpose/Nature of Trip: _____

Date	Description for Misc. Expenses	Misc. Expense	Conf. Fee	Fare	Lodging	Per Diem *See Note $17 or $50	Auto Expense ($.625/mi)		
							# of mi	X Rate	= Amt
Sub-Totals:									

*NOTE: Overnight stay required to claim Per Diem. $17/day (all 3 meals provided); $50/day (0-2 meals provided).
Per Diem cannot be claimed for day trips.

GRAND TOTAL (add up all sub-totals): $_____

Account #(s) to be charged:

GL# (15 digits)	Account Name	Amount
10-10000-10-140118	Less any Travel Advance Received	< >
	REIMBURSEMENT TOTAL:	

I certify that the expenses reported above are actual out-of-pocket expenses personally incurred and have attached required receipts.

_____   _____   _____   _____
Date   Signature   Administrative Officer   Date

_____   _____   _____   _____
Date   Department Head   Financial Administration Approval   Date