

TRAVEL EXPENSE REPORT

CAMPUS

NORTHERN MAINE COMMUNITY COLLEGE

Department

Destination & Purpose of Travel

Traveler's name and address

			6270			6210	6220	6280		
Date:		Explanation of Expenditures	Transportation			Lodging	Meals	Other Expenses/Misc cost		Daily
			AUTO MILEAGE		Other					
Month	Day	Description	Miles	Amount				Item	Amount	Total
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
		Total	0	\$0.00		\$0.00	\$0.00		Total	\$0.00

Please detail all expenses associated with a travel event. Those items that have been charged directly to the college shall be detailed and the dollars shown in brackets

6230: plane, bus, train

6210: lodging/Hotel/Motel/Inn

6280: misc cost

6270: mileage

Total Charged**Total Cash Expense**

6825: reg. & meeting fees

6220: travel meals

6880: bus. meals

Total Expense

I certify that the amounts are in accordance with applicable regulations,

Less Advance

the detail items charged were actually paid, and the expenses were

Balance Due

were occasioned by the official business

Department

Head: _____

Date: _____

Finance

Director: _____

Date: _____

Account to be Charged:

Signature of traveler _____

Expense	Account No	Description
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Lodging	6210	<i>The actual cost of hotel, motel or inn accommodations.</i>
Travel Me	6220	<i>The actual cost, including customary and reasonable gratuities, of necessary meals incurred by an employee while on authorized travel.</i>
Transport	6230	<i>The actual costs of plane, bus, train and ferry tickets when incurred to conduct MCCA business .</i>
Vehicle M	6270	<i>Reimbursement for the cost mileage at standard rates established by the IRS for use of a personal vehicle while traveling on college or system business.</i>
Vehicle Re	6580	Reimbursement for the actual cost of the rental of a vehicle while travelling.
Registrati	6825	
Other	6280	<i>The actual cost of tolls, parking and other sundry costs incurred while traveling on college or system business.</i>