Grinnell College Travel Expense Report

Traveler name:	Trip to:
P-CARD #:	Purpose:
Traveler Address/Dept:	Dates:

Multiple Location Itinerary										College Credit Card	Personal Payment
	DATE										
	CITY										
	CITY										
TRAVEL	Airfare and Baggage Fees	College CC								-	
		Personal Pymt									-
	Auto Rental & Fuel	College CC								-	
		Personal Pymt									-
	Ground Transportation	College CC								-	
		Personal Pymt									-
	Mileage @ ____ Enter # miles _____	College CC								-	
		Personal Pymt									-
	Parking & Tolls	College CC								-	
		Personal Pymt									-
	Hotel & Lodging	College CC								-	
		Personal Pymt									-
	Internet, Fax, and Telephone	College CC								-	
		Personal Pymt									-
	Tips (non-meal)	College CC								-	
		Personal Pymt									-
MEALS	Breakfast	College CC								-	
		Personal Pymt									-
	Lunch	College CC								-	
		Personal Pymt									-
	Dinner	College CC								-	
		Personal Pymt									-
	Entertainment	College CC								-	
		Personal Pymt									-
MISC	Conference Registration	College CC								-	
		Personal Pymt									-
	Incidentals	College CC								-	
		Personal Pymt									-

Employee signature	Date
Approval signature	Date
Account name	Account #
Account name	Account #

Please note if you had any of the following they must be included on this report:

- ☐ Airfare
- ☐ Ground Transportation
- ☐ Lodging
- ☐ All original receipts are preferred, $50 & over are required.
- ☐ Conference Registration
- ☐ If additional explanation is needed, use back of report.

$ -	Total College Credit Card
Total Personal Pymt	$ -
Less Personal Costs	
Total Trip Cost	$ -
Less advance 10-0000000-11202	
Balance Due to Employee/ (College)	

PLEASE READ CAREFULLY: This report must be used when claiming reimbursement for expenses incurred while traveling on College business. The traveler should keep an accurate record of expenses and attach itemized receipts. If a travel advance has been issued, the amount should be noted.
THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COURSE OF OFFICIAL BUSINESS.

DETAIL FOR MULTIPLE RECEIPTS TOTALING ONE EXPENSE (such as meals, tolls, parking, etc.)

Date	Expense Type	Receipt 1	Receipt 2	

EXPLANATION OF MISCELLANEOUS EXPENSES & MISSING RECEIPTS

Date	Amount	Description of missing receipts and/or items entered in "Incidentals".

EXPENSE DETAIL - GROUP MEALS & ENTERTAINMENT

Date	Expense Type	Attendees/Description	Total