

**STERLING COLLEGE EXPENSE REPORT**

Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Purpose: \_\_\_\_\_

Destination: \_\_\_\_\_

Expense Type	Total
Air Travel	
Auto Rental	
Gasoline	
Mileage**	\$0.00
Taxi/Shuttle**	\$0.00
Parking	
Other (detail in Explanation Box)	
<b>Total Travel - Transportation</b>	<b>\$0.00</b>
Meals**	\$0.00
Lodging	
<b>Total Travel - Meals &amp; Lodging</b>	<b>\$0.00</b>
Registration Fees	
Other (detail in Explanation Box)	
<b>Total</b>	<b>\$0.00</b>

**Signatures**

Account to be Charged \_\_\_\_\_  
 Div. Chair/ Program Dir. \_\_\_\_\_  
 VP for Acad. Affairs \_\_\_\_\_

\*\*Include detail as per form below

**\*\*MEALS ARE NOT reimbursed if using Professional Development Funds**

<b>Total</b> (Include ALL Receipts)	<input type="text" value="\$0.00"/>
<b>Less Advance Received</b>	
<b>Total Reimbursement</b>	<input type="text" value="\$0.00"/>

<b>Explanations:</b>

**1) Taxi/Shuttle Expenses**

Date	Type	Origination	to	Destination	Expense
<b>Total</b>					<b>\$0.00</b>

**2) Mileage Expenses**

Date	Origination	to	Destination	Miles	Rate	Expense
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
					0.34	\$0.00
<b>Total</b>				<b>0</b>		<b>\$0.00</b>

**3) Meals--include "receipt" of actual meals ordered as well as final receipt**

Date	Meal Code*	Place (Name & City)	Attendees	Expense
<b>Total</b>				<b>\$0.00</b>

\*Meal Codes: B=Breakfast, L=Lunch, D=Dinner, S=Snack