



Request for Expense Reimbursement

Name (please print): _____ Date: _____

Date	Transportation: Enter use of personal car, showing miles driven at approved rate. Also, include cost of air, train, and bus tickets, limousine service, taxis and all public transportation. Show dates and destinations.	# of miles	Amount
Account Number:		Subtotal:	
Meals and Lodging: Enter cost of hotels or motels with receipts and cost of meals while out of town on school business. Show dates, numbers of breakfasts, lunches, and dinners, but only total money for meals including tips. Please be reminded Tusculum College does not reimburse for alcoholic beverages.			Amount
Account Number:		Subtotal:	
All other reimbursable expense: Enter here full details (attach any receipts) of all other expense paid by you for which you request reimbursement, such as: entertainment of school guests, telephone, items chargeable to school business, etc.			Amount
Account Number:		Subtotal:	
		Total:	

Originator _____ Division Director _____
 Vice President _____ Office of Finance _____
 President _____
 (if over \$5,000)