



Tusculum College
TRAVEL ADVANCE EXPENSE REPORT

NAME: _____ ACCOUNT #: _____

PURPOSE OF TRAVEL: _____

TRAVEL DATES: FROM _____ TO _____

DESTINATION: _____

EXPENSE	MON	TUE	WED	THU	FRI	SAT	SUN	Total
AUTO MILES								
AUTO MILEAGE \$								
TOLLS								
PARKING								
GAS/OIL								
REPAIRS								
AUTO RENTAL								
PUBLIC TRANSPORT								
AIR FARE								
TRAIN/TAXI/LIMO								
HOTEL/MOTEL								
BREAKFAST								
LUNCH								
DINNER								
TELEPHONE								
TIPS								
ENTERTAINMENT								
OTHER**								
DAILY TOTALS								

**Description of "OTHER" expenses: _____

SUBMITTED BY _____
Please print clearly

DATE _____

DIVISION DIRECTOR _____

OFFICE OF FINANCE _____

PRESIDENT _____
(if over \$5,000)

TOTAL EXPENSES _____

LESS CASH ADVANCED _____
TOTAL REIMBURSEMENT _____
DUE COLLEGE _____

ITEMIZED ENTERTAINMENT RECORD

DATE	ITEM	PLACE/LOCATION	PURPOSE	NAME/BUSINESS	AMOUNT