TEACHERS COLLEGE - COLUMBIA UNIVERSITY
TRAVEL EXPENSE REIMBURSEMENT REPORT

DATE
NAME
DEPT

RECORD OF EXPENSES FOR TRIP TAKEN ON:
DATE FROM
DATE TO
LOCATION FROM
LOCATION TO
PURPOSE OF TRIP & SPONSORING ORGANIZATION (If applicable)

INSTRUCTIONS:
1. List expenses by day and category.
2. If using per diem method for meals and incidental expenses:
   a. Indicate the per diem allowance for the locality of travel on the date of travel.
   b. Adjust for meals: eaten at home during the first and last days of travel; included as part of registration fees; or paid for by a third party.
   c. See Travel & Expense Reimbursement Policy for policies and procedures in calculating per diem reimbursements.
3. If using actual expenses method for meals and incidental expenses, receipts are required for all items except auto mileage.
4. Do not include any expenses that were prepaid by the College or previously reimbursed.
5. Bring completed Check Request, this report, and all Receipts / Documentation to Accounts Payable in 120 Whittier Hall and clock them in.

<table>
<thead>
<tr>
<th>Day of the week</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
<td>Calendar Date</td>
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CONFERENCES, MEETINGS AND RELATED EXPENSES (Accounts 7322-Conferences & Related & 7327-International Conferences & Related)
- Conference Registration Fees
- Hotel
- Telephone
- Other meeting expenses

SUBTOTAL

TRAVEL EXPENSES (Accounts 7311-Travel, 7317-International Travel, 7315-Meals, 7316-International Meals, 7324-Alcohol, 7329-International Alcohol)
- Air fare
- Auto allowance (mileage x rate per mile)
- Car rental
- Parking
- Railroad ticket
- Taxis, buses, subways etc.
- Tolls
- Other travel expenses
- Meals & Incidentals (Either Per Diem Method OR Actual Receipt Method)
  - Per Diem Method - Daily
  - Total
  - OR
  - Actual Receipts Method
    - Breakfast
    - Lunch
    - Dinner
    - Other incidental
    - Other incidental

SUBTOTAL

DAILY TOTALS

Signature & Date

TOTAL REQUESTED

Certification: By signing above, I certify that the amounts given herein are correct and just; that the detailed items charged are taken from records kept by me; that the amounts charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring my stay at hotels for the dates specified; that the journey was performed with all practical dispatch by the shortest route usually traveled in the customary manner; and that I have not been furnished with transportation or money in lieu thereof, for any part of the journey charged.