



GROUP TRAVEL ADVANCE - ACTUAL EXPENDITURE REPORT

Description of Field Event _____

NOTE: RECEIPTS REQUIRED FOR ALL EXPENDITURES

DATES								GRAND TOTAL
TOTAL								
GROUP LODGING	\$	\$	\$	\$	\$	\$	\$	\$
GROUP MEALS								
BREAKFAST	\$	\$	\$	\$	\$	\$	\$	\$
LUNCH								
DINNER								
TOTAL MEALS	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL MEALS¹ AND LODGING	\$	\$	\$	\$	\$	\$	\$	\$
TRANSPORTATION								
AIR FARE	\$	\$	\$	\$	\$	\$	\$	\$
AUTO RENTAL								
PERSONAL AUTO								
OTHER ²								
TOTAL TRANSPORTATION	\$	\$	\$	\$	\$	\$	\$	\$
MISCELLANEOUS EXPENSES								
TOLLS	\$	\$	\$	\$	\$	\$	\$	\$
PARKING								
CAB FARE								
OTHER ³								
TOTAL MISCELLANEOUS⁴	\$	\$	\$	\$	\$	\$	\$	\$
GRAND TOTALS	\$	\$	\$	\$	\$	\$	\$	\$
AMOUNT ADVANCED BY BCC Check No. _____				\$	PREPARED BY DATE _____			
LESS EXPENSE THIS REPORT				\$	DEPT APPROVAL DATE _____			
AMOUNT RETURNED TO BCC				\$	CASH RETURNED RECEIPT NO. _____			\$ (Receipt Attached)
AMOUNT DUE EMPLOYEE				\$	COST CENTER NO. _____		COST CENTER NAME _____	

1. Total cannot exceed item B on the reverse side.
2. Identify type of transportation and explain when necessary in item C on reverse side.
3. Identify other expenses in item D on reverse side.
4. Receipt **MUST** be attached totaling the amount reported.

INDIVIDUALS COVERED BY THIS REPORT

A.	NAME	INITIAL	NAME	INITIAL

B. Date of Departure _____ Time _____ A.M./P.M. Date Returned _____ Time _____ A.M./P.M.

See footnote 1 on reverse side.

Complete the following by checking half-quarters absent from College.

Total half-quarters _____ x 2.12 = \$ _____ x individuals covered in this report _____ =

\$ _____ maximum eligible for reimbursement.

Time travel began and ended	DATES:					TOTAL
12:01 - 3:00 A.M.						
3:01 - 6:00 A.M.						
6:01 - 9:00 A.M.						
9:01 A.M. - 12:00 Noon						
12:01 - 3:00 P.M.						
3:01 - 6:00 P.M.						
6:01 - 9:00 P.M.						
9:01 P.M. - 12:00 Midnight						
TOTAL						

C. See footnote 2 on the reverse side.
Identify other type of transportation and explain any unusual feature.

D. See footnote 3 on the reverse side.
Identify other miscellaneous expenses for which you have a receipt.

E. "This is to certify or affirm that this travel claim is true and correct, that the expenses were incurred as necessary travel expenses in the performance of official duties; and that same conforms in every respect with the requirements of the Student Activities Board."

Payee _____

SIGNATURE OF PERSON TO WHOM CHECK WAS MADE PAYABLE