



# TENNESSEE WESLEYAN COLLEGE

## Travel Expenses

To: Business Office

From: \_\_\_\_\_ Department to be charged: \_\_\_\_\_

I incurred the following expenses on the following date(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

While attending: \_\_\_\_\_

Which was approved in advance by: \_\_\_\_\_

**Please attach receipts for the following items:**

**MEALS** Breakfast \_\_\_\_\_ Tip(s) \_\_\_\_\_ \$ \_\_\_\_\_

Lunch \_\_\_\_\_ Tip(s) \_\_\_\_\_ \$ \_\_\_\_\_

Dinner \_\_\_\_\_ Tip(s) \_\_\_\_\_ \$ \_\_\_\_\_

Per Diem (if applicable) \_\_\_\_\_ day(s) @ \$25.00 / day \$ \_\_\_\_\_

**AUTO** Miles driven \_\_\_\_\_ @ \$0.555/mile \$ \_\_\_\_\_

**TRAVEL** Airfare \$ \_\_\_\_\_

Taxi \$ \_\_\_\_\_

Other (specify: \_\_\_\_\_ ) \$ \_\_\_\_\_

**LODGING** \$ \_\_\_\_\_

**MISCELLANEOUS (TELEPHONE, BAGGAGE, ETC.)** \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**Less Advance(s) Received** \$ \_\_\_\_\_

**BALANCE REQUESTED** \$ \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Do not write below this line - Business Office use only.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_