

# MARY BALDWIN COLLEGE TRAVEL EXPENSE REPORT

DATE / DESTINATION	TRANSPORTATION <small>Airlines, Rental Car, Fuel</small>		PARKING & TOLLS		MILEAGE <small>@ _____ ¢ a mile</small>	LODGING		MEALS & TIPS		MISCELLANEOUS		TOTAL	
	charge	cash	charge	cash		charge	cash	charge	cash	charge	cash	charge	cash
<b>TOTALS</b>													

Signature: \_\_\_\_\_ Approved by: \_\_\_\_\_

Title: \_\_\_\_\_ Audited by: \_\_\_\_\_

Notes (identify miscellaneous expenses): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cash Advance Total \_\_\_\_\_  
 Total Cash Expense \_\_\_\_\_  
 Total Charge Expense \_\_\_\_\_  
 Total Due MBC \_\_\_\_\_  
 Total Due Employee \_\_\_\_\_  
 Account Number \_\_\_\_\_

PLEASE PRINT. PLEASE INCLUDE RECEIPTS.