Morris College
Sumter South Carolina

REQUEST FOR REIMBURSEMENT FOR TRAVEL EXPENSES

(Submit to immediate supervisor within ten days following a trip for official college business. Attach receipts and trip report form. All expenses (except for private automobile) must be documented with original receipts.)

Name of Requester: ____

Ultimate Destination (City and State): ______________________________________

Departure Date: ________________________________ and Time: __________

Return Date: ________________________________ and Time: __________

I traveled by (Check one):

______ Air at cost not to exceed the air coach rate of: $ __________

______ Rail or bus at accost not to exceed the rail coach rate of: $ __________
which required local transit costs involving:
(indicate number of fares, trips and fee)
______ Taxi Fare(s) Total $ __________
______ Limousine Fare(s) Totaling $ __________
______ Bus Fare(s) Totaling $ __________

______ Private automobile to my ultimate destination for a round-trip distance of _______ miles at 35¢ per mile for a total cost not to exceed the air coach rate of: which required additional expenses of (indicating number): $ __________
______ Road, bridge, or tunnel tolls totaling: $ __________

Authorized reimbursable expenses for lodging and meals involving:

_______ Nights and ________ Meals $ __________

Additional expenses for: ____

____ Totaling $ __________

Grand Total of Travel Expense Reimbursement: $ __________

Signature of Employee: ______________________________ Date: ________________

APPROVED:

Immediate Supervisor (s): ____

Administrative Divisional Officer: ____

Title III Coordinator (if applicable): ______________________________________

Director of Business Affairs: ____

President: ____