

**COLBY COLLEGE
TRAVEL AND ENTERTAINMENT EXPENSE VOUCHER**

Name (please print)	Department
Business purpose of travel (include origin and destination of travel)	
Business purpose of entertainment (include name(s) of guest(s) and location)	
Additional comments	

Dates of travel or entertainment function	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Expense Summary (Totals Below)
Destination by day.....								
Number of business vehicle miles.....								
Vehicle mileage @ \$.50/mi.....	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Airline/train transportation.....								\$0.00
Car rental.....								\$0.00
Local transportation (e.g. cabs).....								\$0.00
Lodging - hotel/motel.....								\$0.00
Breakfast.....								\$0.00
Lunch.....								\$0.00
Dinner.....								\$0.00
Parking/Tolls.....								\$0.00
Conference registration fees.....								\$0.00
Misc. expenses (attach schedule).....								\$0.00
Business entertainment.....								\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Signature _____
Employee

Approved _____
Supervisor

Date _____

SETTLEMENT OF EXPENSES			
Account _____	Amount _____	TOTAL EXPENSES	\$0.00
Account _____	Amount _____	LESS: PREPAID OR PREVIOUSLY REIMBURSED ITEMS	\$0.00
Account _____	Amount _____	ADJUSTED EXPENSES	\$0.00
Account _____	Amount _____	LESS: COLBY TRAVEL ADVANCE	_____
	Total \$0.00	BALANCE DUE INDIVIDUAL	\$0.00
		BALANCE DUE COLBY (ATTACH CHECK)	\$0.00

Please note: Receipts are required for all lodging expenses (regardless of amount) and for all other expenses of \$75 or more

A/P REVIEW _____