

**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	

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Expense Summary (Totals Below)	
Dates of travel or entertainment function									
Destination by day									
Number of business vehicle miles									
Vehicle Mileage	Mileage Rate \$0.51	\$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/DOF Office

Date _____

SETTLEMENT OF EXPENSES	
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Total _____	

TOTAL EXPENSES	\$0.00
LESS: PREPAID OR PREVIOUSLY REIMBURSED ITEMS	_____
ADJUSTED EXPENSES	\$0.00
LESS: COLBY TRAVEL ADVANCE	_____
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 _____