

**Lewis & Clark College
Travel & Entertainment Expense Report**

Destination : _____
 Date of Travel: _____
 Purpose of Travel: _____
 Supervisor Travel Authorization: _____

Name: _____ Mail _____
 Address: _____ Pick-Up _____

TRAVEL:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Date:								
Destination:								
Airfare								
Auto Mileage @ \$0.485								
Taxi, Car Rental								
Lodging (1)								
Breakfast (2)								
Lunch (2)								
Dinner (2)								
Other								
Entertainment (Complete Below)								
Totals:								

ENTERTAINMENT: (details to support entry above)

Date	Company/Individual	Description, Including Business Purpose	Amount

- (1) Meals charged to hotel bill must be reported in meals section
- (2) Maximum amount reimbursable without receipts: \$10.00

I hereby certify that all expenses on this report were incurred for Lewis & Clark business purposes and conform to the College Travel and Entertainment Policy.

 Traveler's signature Date

Reimbursement Approval		Cash Summary	
Supervisor Authorization:	Date	Total Cost of Trip	
		Less Items Charged to College	
		Airfare	
Account	Amount		
		Total Paid by Traveler	
		Less: Travel Advances	
		Amount to be Reimbursed	
		Amount Returned to Cashiers	
		(Attach receipt)	