

EXPENSE REPORT

Union College, Schenectady, New York

Name		Employee ID	
Destination		Purpose	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date:								
Transportation: Airfare/Train								\$ -
Personal Vehicle Mileage								
Amount (@.505/mi)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Tolls								\$ -
Gas								\$ -
Taxi (Include Tips)								\$ -
Car rental								\$ -
Parking								\$ -
Meals (Include Tips):								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Snack								\$ -
Business Meals (1)								\$ -
Hotel (Include Tips)								\$ -
Registration Fees								\$ -
Other (1)								\$ -

EXPLANATION OF BUSINESS MEALS AND OTHER (1)

Grand Total	\$ -
Less College Payments	
Registration Fees	
Other Deposits/fees	
Subtotal (2)	\$ -
Less Cash Advance	
Due to (from) employee	\$ -

Approvals:	
Employee signature	Date
Employee Printed Name	Date
Account Director signature	Date
Account Director Printed Name	
Responsibility head (if > \$500.)	Date

Accounts & amounts to be charged		
Account	Code	Amount
Transportation	8565	\$ -
Meals	8563	\$ -
Lodging	8561	\$ -
Conference	8552	\$ -
Other		\$ -

* Current mileage allowance is published at:
Rate July 2008 0.505 per mile