

MARY BALDWIN COLLEGE TRAVEL EXPENSE REPORT

DATE / DESTINATION	TRANSPORTATION <small>Airlines, Rental Car, Fuel</small>		PARKING & TOLLS		MILEAGE <small>@ _____ ¢ a mile</small>	LODGING		MEALS & TIPS		MISCELLANEOUS		TOTAL	
	charge	cash	charge	cash		charge	cash	charge	cash	charge	cash	charge	cash
TOTALS													

Signature: _____ Approved by: _____

Title: _____ Audited by: _____

Notes (identify miscellaneous expenses): _____

Cash Advance Total _____
 Total Cash Expense _____
 Total Charge Expense _____
 Total Due MBC _____
 Total Due Employee _____
 Account Number _____

PLEASE PRINT. PLEASE INCLUDE RECEIPTS.