

**Alabama Southern Community College
Expenses for Out-of State Travel**

Name: _____ Date(s) of Travel: _____

Travel Destination _____

Meeting Attended: _____

ACTUAL EXPENSES

Plane Ticket (must have boarding pass): _____

Automobile: From: _____

To: _____

Total Miles: _____ @ 0.56 _____

Total Transportation (Plane Ticket and Mileage Expense) _____

Hotel Room (Just room charge. No food, parking or Internet) _____

Meals (Includes meal, non-alcoholic drink, tax, and tip) _____

Other Expenses (Itemize) _____

Total Expenses : (Transportation, hotel, meals, & other) \$ _____

Traveler's Signature

Dean/Supervisor Signature

Business Office Signature

Vendor Number

GL Account Number

*****All Itemized receipts must be attached to this form*****