

ALABAMA SOUTHERN COMMUNITY COLLEGE

STATEMENT OF OFFICIAL TRAVEL

Name: _____

Date: _____

Employee #: _____

Department: _____

Month/ Date	Points of Travel		Time	Time	Total Miles	Non-Tax Per-Diem	Taxable Per-Diem
	From	To	Departure	Ret to Base			
				TOTAL:			

Purpose of Travel: _____

<p>I HEREBY CERTIFY that the travel expense indicated hereon was accomplished in the performance of official duties pursuant to travel authority granted me.</p> <p style="text-align: center;">_____ Signature of Traveler</p> <p style="text-align: center;">_____ Date:</p>	For Business Office Use ONLY:		
	TOTAL MILES:		
	Total Miles @ \$0.56		
	Other/Registration (Must Have Receipts)		
	Non-Taxable Per-Diem		
	TOTAL NON-TAXABLE (601)		
	CODE:		
	TOTAL TAXABLE (621):		
<p>Sworn to and subscribed before me this _____ day of _____</p> <p style="text-align: center;">_____ (Notary Public)</p>	<p>CODE:</p> <p style="text-align: center;">Added to End of the Month Payroll Check</p> <p>TOTAL REIMBURSEMENT:</p>		
Approved: Director/Dean/President	Approved: Business Office		