



ESTABLISHED 1794

**Tusculum College**  
**TRAVEL ADVANCE EXPENSE REPORT**

NAME: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

TRAVEL DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

DESTINATION: \_\_\_\_\_

EXPENSE	MON	TUE	WED	THU	FRI	SAT	SUN	Total
AUTO MILES								
AUTO MILEAGE \$								
TOLLS								
PARKING								
GAS/OIL								
REPAIRS								
AUTO RENTAL								
PUBLIC TRANSPORT								
AIR FARE								
TRAIN/TAXI/LIMO								
HOTEL/MOTEL								
BREAKFAST								
LUNCH								
DINNER								
TELEPHONE								
TIPS								
ENTERTAINMENT								
OTHER**								
DAILY TOTALS								

\*\*Description of "OTHER" expenses: \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_  
 Please print clearly

DATE \_\_\_\_\_

DIVISION DIRECTOR \_\_\_\_\_

CONTROLLER/CFO \_\_\_\_\_

PRESIDENT \_\_\_\_\_  
 (if over \$1,000)

TOTAL EXPENSES \_\_\_\_\_

LESS CASH ADVANCED \_\_\_\_\_

TOTAL REIMBURSEMENT \_\_\_\_\_

DUE COLLEGE \_\_\_\_\_

**ITEMIZED ENTERTAINMENT RECORD**

DATE	ITEM	PLACE/LOCATION	PURPOSE	NAME/BUSINESS	AMOUNT