



## COLGATE UNIVERSITY TRAVEL EXPENSE SUMMARY

Name (please print) \_\_\_\_\_ Employee ID # \_\_\_\_\_ Department \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_ Date(s) of Advance: \_\_\_\_\_

Please include all "cash" receipts/do not attach "JP Morgan credit card" receipts with this form but indicate amount used for trip								Total	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Cash/ Personal Card	Direct JP Morgan Card
Date(s)									
Lodging								-	-
Meals:								-	-
Breakfast								-	-
Lunch								-	-
Dinner								-	-
Or List Per Diem								-	-
(1) Entertainment								-	-
Tips								-	-
Taxis								-	-
Car Rental								-	-
Gas								-	-
Tolls								-	-
Parking								-	-
Mileage(miles)/387								-	-
Registration								-	-
Airfare/386								-	-
(1) Other								-	-

(1) Explanation of Entertainment & Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Sub Totals:</b>	-	-
<b>Total Expenses for Trip:</b>		-
Less Airfare BTI/AAA Direct		-
Less JP Morgan		-
Less Cash Advance		-
<b>Due to Employee:</b>	\$	-
<b>Due From Employee:</b>		-

**Approvals:**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Department/Division Signature Date

\_\_\_\_\_  
Department/Division Signature Date

Please indicate Budget code below for Accounts Payable only

**Accounts Payable Accounting Distribution:**

Fund	Org	Account	Total
		387	-
		386	
			0

Please remit check payable to:

**Colgate University**

FOR ACCOUNTING USE ONLY CASHIERS WINDOW	AUDIT/REVIEW & APPROVALS
Date:	A/R Invoice #
Receipt#:	Clear Advance Initial & Date
Cash Amount	Reviewed JP Morgan:
Check Amount Check #	Approvals :
Accepted by: (Initials)	