

Travel Expense Form South Plains College

Date _____ PO or Req. # _____

Requested By _____

Account Number _____

Dates covered by this report: _____
Time and date - leaving Time and date - returning

Statement of Expenses	Prepaid Expenses	SPC Credit Card Expenses	Reimbursable Expenses	Total
Lodging (\$85/day)				
Registration Fees				
Meals (\$30/day)				
Airfare				
Mileage \$.40/mile				
Rental Car				
Other Expenses– please list				
Total Prepaid Expenses	\$			
Total SPC Card Expenses		\$		
Total Reimbursable Expenses			\$	
Total Trip Expenses				\$

_____ - _____ = _____
 Petty Cash Received Petty Cash Spent Petty Cash Returned

The expenses shown above were incurred during a trip made by the undersigned to:

for the purpose of _____

The above expense report totaling \$ _____ is true and correct and complies with the policies of SPC.

Signature

Supervisor's Signature