



STATEMENT OF TRAVEL EXPENSE

Requestor: _____	Department ID: _____
Destination: _____	Fund: _____
Travel Date(s) _____	Acct: _____
Travel Purpose: _____	

EXPENSES - PAID FOR BY:	CASH	Lee College MASTERCARD
Personal Car _____ miles @ IRS mileage rate per mile	\$0.00	██████████
Public Transportation	_____	_____
Accommodations	_____	_____
Meal Per Diems	_____	_____
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1st day of travel = half of the per diem rate <i>(Texas travel \$29.50 per half day)</i>	_____	_____
Subsequent travel days full per diem rate <i>(Texas travel \$59.00 per day; out of state varies see link below for breakfast, lunch and dinner only)</i> http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943	_____	_____
Other Expenses	_____	_____
Total Cash Expenses	\$0.00	
Total Mastercard Expenses		\$0.00

RECEIPTS REQUIRED FOR CASH REIMBURSEMENTS AND CREDIT CARD CHARGES (EXCLUDING MEAL PER DIEMS).

REPORTED MILEAGE MUST BE ACCOMPANIED WITH A MAPPING PRINT-OUT (I.E. GOOGLE MAPS, MAPQUEST ETC)

Advance Received	Chk#: _____	Date: _____	
Amount Due Requestor			\$0.00
Amount Returned	Recpt#: _____	Date: _____	

Signatures

Requestor	Date	VP/Associate VP	Date
Department Director	Date	Purchasing	Date