



## STATEMENT OF TRAVEL EXPENSE

Requestor \_\_\_\_\_  
 Destination \_\_\_\_\_  
 Travel Date(s) \_\_\_\_\_

Department ID: \_\_\_\_\_  
 Fund: \_\_\_\_\_  
 Acct: \_\_\_\_\_

	Miles	EXPENSES - PAID FOR BY: IRS Rate	CASH	Lee College MASTERCARD
<b>Personal Car</b>		0.655	\$0.00	[REDACTED]
<i>IAH 72.63 mi/Hobby 48.63 mi/Huntsville 186 mi</i>				
<b>Public Transportation</b>				
<b>Accommodations</b>				
<b>Meal per diems</b>				
<b>1st day of travel = half of the per diem rate</b>				
<i>Texas travel \$29.50 per half day</i>				
<b>Subsequent travel days full per diem rate</b>				
<i>Texas breakfast \$14.00, lunch \$16.00, dinner \$29.00, <b>(please deduct meals served at conferences)</b> Out of State varies see link below for breakfast, lunch and dinner only</i>				
<a href="http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&amp;contentId=17943">http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&amp;contentId=17943</a>				
<b>Other Expenses</b>				
<b>Total Cash Expenses</b>			\$0.00	
<b>Total Mastercard Expenses</b>				\$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 Chair	Date	Purchasing	Date
Director Dual Credit	Date		