



## STATEMENT OF TRAVEL EXPENSE - DUAL CREDIT

<b>Requestor</b> _____	<b>Department ID:</b> _____
<b>Destination</b> _____	<b>Fund:</b> _____
<b>Travel Date(s)</b> _____	<b>Account:</b> _____

Expense Type	Paid by Employee or Pay to Employee	Paid on Lee MasterCard
Personal Car: Miles* (No. of miles) _____	_____	Not applicable _____
Public Transportation _____	_____	_____
Accommodations _____	_____	_____
Total of Other Expenses _____	_____	_____
Meal Per Diems		
— First Day** _____	_____	Not applicable _____
— Subsequent Days*** _____	_____	Not applicable _____
<b>TOTALS</b> _____	_____	_____

\*At IRS rate of \$0.655/mile. Note: IAH = 72.63 mi.; Hobby= 48.63 mi.; Huntsville = 186 mi.

\*\*In Texas, use \$29.50 for first day; for other states, use half the per diem rate.

\*\*\*Texas breakfast \$14, lunch \$16, dinner \$29. **Deduct meals served at conferences.**

Out-of-state rate varies. See this link for out-of-state breakfast, lunch, and dinner only:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)

*Receipts required for cash reimbursement and credit card charges (excluding meal per diems).  
Reported mileage must be accompanied by a route print-out (e.g., Google Maps, MapQuest, etc.)*

Advance Received \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Amount Due Requestor \_\_\_\_\_

Amount Returned \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

### Signatures

<b>Requestor</b>	<b>Date</b>	<b>V.P./Associate V.P.</b>	<b>Date</b>
<b>Department Chair</b>	<b>Date</b>	<b>Purchasing</b>	<b>Date</b>
<b>Director of Dual Credit</b>	<b>Date</b>		