



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 @ .655 per IRS rate <small>IAH 72.63 mi/Hobby 48.63 mi/Huntsville 186 mi</small>	_____	██████████
Public Transportation	_____	_____
Accommodations	_____	_____
Meal per diems	_____	_____
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1st day of travel = half of the per diem rate <small>(Texas travel \$29 per half day)</small>	_____	_____
Subsequent travel days full per diem rate <small>(Texas travel: Breakfast \$ 14; lunch \$ 16; dinner \$29 (deduct meals provided during conference). Other states. please use GSA link. No incidental fees will be paid http://www.gsa.gov)</small>	_____	_____
Other Expenses	_____	_____
Total Cash Expenses	\$ _____	
Total Mastercard Expenses		\$ _____

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:** _____

Requestor	Date	VP/Associate VP/	Date
Budget Manager/Chair Department	Date	Purchasing/ Finance	Date