

**GOUCHER COLLEGE
TRAVEL PRE-APPROVAL, EXPENSE REPORT, AND REIMBURSEMENT REQUEST FORM**

Employee Name: _____	Dept/Unit No.: _____
Supervisor Approval _____	Estimated Total Costs: _____
<small>Approval should occur 30 days prior to travel</small>	<small>Date: _____ Pre-approval email is also acceptable</small>
Destination: _____	
Purpose of Travel: _____	

Dates:	M	T	W	T	F	S	S	Total
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Goucher Credit Card Purchased:

Airline & Rail (51400)									\$ -
Car Rental/Limo (51400)									-
Hotel and Lodging (51410)									-
Meals - Breakfast (51410)									-
Meals - Lunch (51410)									-
Meals - Dinner (51410)									-
Other - explanation									-
									\$ -
1 Total Expenditures on college credit card	\$	-	-	-	-	-	-	\$	-

Out of Pocket Expenses:

Transportation									
Airline & Rail (51400)									\$ -
Car Rental/Limo (51400)									-
Mileage (attach Form MR-2016.09) (51400)									-
Parking and tolls (51400)									-
Other									-
Lodging									
Hotel and Lodging (51410)									-
Other - explanation									-
									-
Meals for faculty, students, or staff traveling									
Meals - Breakfast (51410)									-
Meals - Lunch (51410)									-
Meals - Dinner (51410)									-
Other									-
									-
									\$ -
2 Total Out of Pocket Expenses	\$	-	-	-	-	-	-	\$	-
3 Less Cash Advance dated: / /									
4 Balance Due To (From) Traveler									\$ -
5 Total All Expenditures Add lines 1 and 2	\$	-	-	-	-	-	-	\$	-

Employee signature and date

I certify that the charges listed on this form were incurred by me on Goucher College business, and the charges listed on this form conform with the college's travel policy.

Budget Officer or Supervisor signature and date

As supervisor, I pre-approved the travel and have reviewed the charges for accuracy and compliance with Goucher College travel policies and procedures.

The form has been designed to draw attention to the daily cost of traveling. In keeping with that intent, certain costs like lodging and car rental should be broken out by day, and the total at the left should agree to any receipts attached. All other expenses should be reported on the day incurred. The form must be totaled horizontally and vertically.

Properly completed forms are due no later than thirty days after the last date of the trip. Failure to do so may result in denial of the reimbursement request or additional taxable income to the employee.