

Nichols College
Travel/Entertainment & Other Reimbursement Expenditure Report

Employee # _____

[To be used for Expenses between 1/1/2009 and 12/31/2009]

Instructions for Check:

Name: _____

_____ Mail to Home

Address: _____

_____ Mail to Office

Please Include COMPLETE

address.

DATES		Location	Business Purpose
From	To		

PART I - Type of Expenditure

Date(s) ->							Total
Miles Driven->							
Car Mileage@ \$.55/mile							\$
Lodging							
Meals							
Other Travel/Reimbursement Exp. (Please Specify):							
Grand Total Part I							\$

Enter Department #

PART II - ACCOUNT TO CHARGE

1-0-0-	-63800	General Travel : Amounts not identified below.	\$
1-0-0-	-63801	Professional Development : All T&E for Conferences, Seminars, etc. related to professional development.	
1-0-0-	-63802	Recruiting: All T&E for recruiting Students, Athletes, and Employees (incl. Moving Exp.)	
1-0-0-	-63803	Fundraising: All T&E for raising funds for the College	
1-0-0-	-63804	Entertain. Employees:T&E for events for Nichols Employees.	
1-0-0-	-63805	Gifts and Flowers	
Other Reimbursement Charge Account if needed:			
-0-0-			
-0-0-			
-0-0-			
Grand Total Part II			\$

Instructions for preparing this form:

1. Submit this report to Accounts Payable within 30 days of expense.
2. Detail "Other" expenditures in the space provided.
3. Allocate Expense from Part I to Specific Accounts in Part II. Be sure BOTH "Grand Total" amounts are equal.
4. Attach ALL Receipts. Please explain all Missing Receipts over \$25.

Employee Signature: _____

Budget Officer's Signature (Dept. Head): _____