

SECTION V: Bryn Mawr College Travel Expense Summary

PLEASE RECORD AND TOTAL YOUR TRAVEL COSTS IN THE APPROPRIATE SPACES BELOW.

If your travel period exceeded seven days or if you need more space to complete a category, please photocopy this summary or follow this format on an additional sheet and attach it to this request. If your department has a similar travel log, you may use it instead of this worksheet and attach it to this request.

Date	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Airfare	\$	\$	\$	\$	\$	\$	\$	\$
Taxi / limo / shuttle								
Rail / bus/ subway/ ferry								
Parking/Tolls								
Car rental								
Gas: BMC or rentals only								
Mileage: @ _____ ¢ per mile	#							
Personal vehicle only	\$							
Per diem (Non-res. alien only)								
Lodging (room / taxes)								
Total meals for self:								
Breakfast								
Lunch								
Dinner								
Snacks								
Total meals for guest(s)								
Name of guest(s)			Business reason for guest(s)					
Conf. Registration Fee								
Phone/Fax/Duplicating								
Tips								
Other:								

Total itemized travel expenses listed above:	\$
Less travel advance:	(\$)
Less expenses paid directly by College (through Accounts Payable or College credit card):	(\$)
Reimbursement requested / (Excess funds due BMC):	\$
Record total amount in Section I on the front side	

Important Instructions: ORIGINAL ITEMIZED PAID RECEIPTS OR INVOICES FOR ALL EXPENSES MUST ACCOMPANY THIS REQUEST. When receipts are not available, please itemize the expense in Section IV and include the reason for the missing receipts.

IRS REGULATIONS STATE THAT BUSINESS TRAVEL REIMBURSEMENTS MUST BE PROPERLY DOCUMENTED TO BE FEDERAL TAX EXEMPT.

Please provide the department description and the full sixteen-digit charge number(s) with one of the following expense accounts. If the correct budget object is not in your account, contact the Comptroller's Office.

- 52200 Domestic travel* (within the 50 United States and D.C.)
- 52201 Foreign travel* (outside U.S., including Canada and Mexico)
- *Note: the destination of the trip determines the budget object to be used.
- 52203 Guest travel (e.g. lecturers, speakers, consultants, volunteers, alumnae, job applicants, trustees)
- 52204 Field trips-student related travel (e.g. athletic, student research/fieldwork)
- 52213 Off-campus recruiting travel (e.g. College Fairs)