

# Pennsylvania Highlands Community College

## TRAVEL / CONFERENCE EXPENSE

Meeting/Conference \_\_\_\_\_

\_\_\_\_\_

Date(s) Attended: \_\_\_\_\_

EXPENSES: **ALL** claims for expenses **MUST** be supported with **detailed** receipts.

MEALS		
Date	Place	Total
Total		-

MILEAGE*		
From	To	# Miles
Total		0

OTHER EXPENSES		
Date	Registration, Hotel, Tolls, etc.	Total
Total		-

AIR FARE, CAR RENTAL, ETC.		
From	To	Total
Total		-

Name: _____	<b>Total Expenses Claimed</b>	<b>Acct #</b>
Signature: _____	Meals -	
Approval: _____	Mileage \$0.00	
Approval: _____	Other Expenses -	
Approval: _____	Bus, Air Fare -	
Approval: _____	<b>Total Claimed -</b>	

\* Subtract normal commute miles if your trip starts or ends at home.