

Mercer University

TRAVEL EXPENSE RECONCILIATION

EMPLOYEE NAME
SOCIAL SECURITY NUMBER
ADDRESS/DEPARTMENT
DATE OF TRAVEL
DESTINATION
PURPOSE OF TRAVEL

POST TO THESE ACCOUNT NUMBERS:	
	0.00
ACCOUNT NUMBER	AMOUNT
	0.00
ACCOUNT NUMBER	AMOUNT
	0.00
ACCOUNT NUMBER	AMOUNT
	0.00
Less Travel Advance (0-10001-1301)	
TOTAL (TO BE CHARGED TO ABOVE ACCT #S)	\$0.00
PLUS PRE-PAIDS/PCard (PLEASE ITEMIZE BELOW)	\$0.00
TOTAL EXPENSES	\$0.00

TRANSPORTATION EXPENSE:	
PERSONAL AUTO <u> 0 </u> MILES @ .55 CENTS PER MILE	0.00
AIRFARE.....	0.00
MISC (PARKING, RENTAL CAR, ETC).....	0.00
TRANSPORTATION	\$0.00

LODGING & MEALS EXPENSE:								
DATES								
ROOM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BREAKFAST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LUNCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DINNER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAILY TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ROOM & MEALS								\$0.00

MISC EXPENSE:		LIST AND RECORD AMOUNTS
		0.00
		0.00
		0.00
MISC		\$0.00

PRE-PAID EXPENSES: *		P-Card EXPENSES:**		MISC
Air Fare	\$0.00	Air Fare	\$0.00	\$0.00
Hotel	\$0.00	Hotel	\$0.00	
Registration	\$0.00	Registration	\$0.00	
Other	\$0.00	Other	\$0.00	
TOTAL	\$0.00	TOTAL	\$0.00	
TOTAL EXPENSE				\$0.00

(TOTAL CHARGES SHOULD EQUAL TOTAL EXPENSE)

COMPLETE THE APPROPRIATE BOX BELOW:

REIMBURSEMENT DUE TO MERCER:	
TOTAL EXPENSES	\$0.00
LESS P-Card or Pre-Paid EXPENSES	\$0.00
LESS OTHER DEDUCTIONS	\$0.00
NET EXPENSES (TO BE CHARGED TO ABOVE ACCT #S)	\$0.00
LESS TRAVEL ADVANCE	\$0.00
PAYABLE TO MERCER	\$0.00
<small>(PLEASE ATTACH CHECK)</small>	

REIMBURSEMENT DUE TO EMPLOYEE:	
TOTAL EXPENSES	\$0.00
LESS P-Card or Pre-Paid EXPENSES	\$0.00
LESS OTHER DEDUCTIONS	\$0.00
NET EXPENSES (TO BE CHARGED TO ABOVE ACCT #S)	\$0.00
LESS TRAVEL ADVANCE	\$0.00
PAYABLE TO EMPLOYEE	\$0.00

SIGNATURE OF EMPLOYEE	DATE
SIGNATURE OF DEPARTMENT HEAD	DATE
SIGNATURE OF BUSINESS/FISCAL OFFICER	DATE