Cowley College Cash Advance, Mileage & Expense Report

This report may be submitted at any time but not later than ten (10) business days from the date of return from travel.

Employee/Traveler:				Purchase Order Number:			
For Cash Adva	ance Only:	Account Number:			Cash Advance Amount: \$		
Was an overn	ight stay re	quired? Yes No	Yes No Travel Request No		(attach copy)		
Note: Attach original detailed receipts and return to Accounts Payable. In the case of cash advance, an additional purchase order may be required if expenses exceed the cash advance amount. Reimbursements will be made in accordance with AP 131.00 Reimbursement for Travel.							
Date of Expense	Miles Traveled	Vendor/Description of Expense Meals: include zip code location Business Meals: Include name of guest, purpose of meeting, zip code location Mileage: include starting location, destination, and ending location				Expense Amount	
							\$
							\$
							\$
							\$
							\$ \$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
Total Mileage	mi.	@ cents/mi	le (use current IRS s	tandard mil	leage rate) =		\$
Grand Total Expenses							\$
Less Cash Advance (if applicable)							
Select One: ☐ Amount Owed or ☐ Cash Return Due							
Cash Return Received in Business office by: Date:							
(copy & attach additional pages as necessary) I certify that the above travel expenses were incurred in the most economical manner and were necessary for the conduct of college							ege business.
Employee Signature Date							
For official use o	only: Taxab	ole Non-ta	axable				