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 Advance Only:	**Account Number: _____**	**Cash Advance Amount: $ _____**
Was an overnight stay required? □ 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 FIN002 Request for Travel and Reimbursement Procedure.

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/mile** *(use current IRS standard mileage 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 business.

_____

Employee Signature **Date**

For official use only: Taxable _____ Non-taxable _____