

Name: _____ Phone _____ Email: _____

Department: _____ Specify: Check Delivered Campus Mail U.S. Mail Held For Pickup

To: _____ From: _____ Business Purpose (see page 2 if needed) _____ Date of Trip/Activity _____

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Miles	Total Amount
Date									
Personal Auto Mileage									

Business Expenses PAID BY EMPLOYEE

Breakfast										
Lunch										
Dinner										
Total meals for each day										
Lodging										
Parking/Tolls										
Telephone/Fax										
Taxi/Bus/Limo										
Car Rental & Fuel										
Entertainment - Meals										
Entertainment - Other										
Other - Explain on Back										
Paid Subtotal									Subtotal - A	

Business Expenses DIRECTLY CHARGED TO SBC P CARD

Air Travel									
Visa - Breakfast									
Visa - Lunch									
Visa - Dinner									
Total meals for each day									
Visa - Lodging									
Visa - parking									
Visa - Telephone/Fax									
Visa - Taxi/Bus/Limo									
Visa - Car Rental & Fuel									
Visa - Entertainment - Meals									
Visa - Entertainment - Other									
Visa - Other - Explain on Back									
Paid Subtotal									Subtotal - B

SBC American Express Charges _____

CHECK LIST:
Have you:
 -- attached original receipts for all expenses
 -- explained all entertainment expenses and business meals
 -- signed form and had form signed/approved by department head, Dean, VP of Finance or President?

TOTAL EXPENSES (A+B) + mileage	
Less: Temporary Cash Advance	
Less: Expenses Charged to SBC P Card	
Less Expenses Charged to SBC American Express	
TOTAL DUE:	
1. To Faculty and Staff	
2. To Sweet Briar College	
(Attach check payable to Sweet Briar College)	

Coding for Expenses

	INDEX	FUND	ORG	ACCOUNT	PROGRAM	TOTAL EXPENSES:
Less:						
Employee Travel Advance		111010		121030		
Faculty Grant Advance		111010		121040		
Expenses charged to SBC PCard						
Expenses charged to SBC American Express						
Balance due Employee (College)						

PURPOSE AND NATURE OF COLLEGE ACTIVITY, PLACE AND PERSONS VISITED

DATE	PURPOSE OF TRIP OR COLLEGE ACTIVITY, PLACE AND PERSONS VISITED

DETAIL OF ENTERTAINMENT EXPENSES OR MEALS

DATE	PERSONS PRESENT	TITLES	BUSINESS PURPOSE	LOCATION	AMOUNT

Total:

DATE	EXPLANATION OF "OTHER" OR UNUSUAL ITEMS

Department Head Approval / Signature Signature of Employee Date