

EXPENSE REPORT

Student

Faculty/Staff

Other



ROCKY MOUNTAIN COLLEGE

Name: _____

VP Signature: _____

Address: _____

Business Office Approval: _____

Signature: _____

NOTES:

Original *itemized* receipts (including food receipts) must be attached.

Submit expense report within 10 days of receipt date &/or return of trip

Mileage for personal vehicles ONLY is paid at a rate of 50¢/mile.

Gas is ONLY paid for use of RMC vehicles or approved rental vehicles.

Per Diem rate is \$39/day (*overnight stay required*).

Expenses over 60 days old CANNOT be reimbursed per IRS rules.

Please make & keep a copy for your records.

CHECKLIST:

- Answer questions: who, what, where, when, why
- List all who attended meals
- List each receipt as a separate line item & attach original receipts/documents
- List correct GL account number
- Get approval signature of VP/Division Chair (upper right corner)

Purpose (What & Why?)

Receipt Date	GL Account Number	Vendor & Location	Mileage (# of miles)	Meals/Per Diem (Who attended?)	Other Expenses (Describe)	TOTALS
			.50 x =			
			.50 x =			
			.50 x =			
			.50 x =			
			.50 x =			
			.50 x =			
			.50 x =			
			.50 x =			
			TOTALS			

LESS TRAVEL ADVANCE IF APPLICABLE

CHECK IF GAS CHARGED ON RMC FUEL CARD

DUE TO: Individual RMC