PROVIDENCE COLLEGE
TRAVEL EXPENSE REPORT

Name:________________________ **FriarBox:**____________________

Purpose of travel (name, location & dates):

SUMMARY OF EXPENDITURES
(Details on reverse side)

1. Total expenses: ____________________
   (amount from side two)
2. Less items paid directly by PC ____(__________)____
3. Less cash advance ____(__________)____

Amount due to student: [ ]

- ☐ Yes, I have received additional funding. Please provide details below.
- ☐ List all sources of funding: ____
- ☐ List amount of funding: ____

I certify that these charges incurred by me are correct and proper.

Signature of student: ____________________________________ Date:____________

Approved by: ____ Date:____________
Office of Academic Affairs

EXPENDITURE DETAIL

Travel dates								**Totals**

Transportation								
Airfare/Train								
Parking/tolls								
Taxi/shuttle								
Auto rental								
Gas								
Auto (actual miles)								
Rate per mile ($.50)*								
Transportation total:								

Lodging								
Hotels								
Lodging total:								

Meals								
Breakfast								
Lunch								
Dinner								
Meals total:								

Other – Describe below (i.e., conference registration fee, telephone, etc.)								
Total misc. fees								

TOTAL EXPENSES: (transfer amount to side one)	

* The mileage rate is effective January 1, 2009.