



# TRAVEL EXPENSE LOG

EXPENSE REIMBURSEMENT

**Overnight Travel:** For travel outside BMCC District boundaries of Baker, Grant, Morrow, Union, Umatilla and Wallowa counties. *Please attach copy of registration, agenda, and information brochure.*

**Expense Reimbursement:** After travel is complete, submit receipts with Travel Expense Log to Accounts Payable, within 10 days of return. *In-District travel must be requested on the In-District mileage log.*

<u>Traveler</u>	<u>Dept</u>	<u>Acct Number</u> -    -    - N -
<u>Student Traveler</u>	<u>Dept</u>	<u>Chaperone's Name</u>
<u>Trip #/PO#</u>	<u>Departure (date/time)</u>	
<u>Destination</u>	<u>Return (date/time)</u>	
<u>Purpose</u>	<u>Advance Reimbursement</u> (See section 3.4 in travel procedure to qualify).	

### College Credit Card or Direct Billing Expenses

Transportation/Airfare \$ \_\_\_\_\_ Registration Fees \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Misc/Parking \$ \_\_\_\_\_  
 Vendor \_\_\_\_\_ Vendor \_\_\_\_\_ Vendor \_\_\_\_\_ Vendor \_\_\_\_\_  
 Confirmation # \_\_\_\_\_ Confirmation # \_\_\_\_\_ Confirmation # \_\_\_\_\_

**Total CC Expenses \$** \_\_\_\_\_

### Mileage

Mileage \_\_\_\_\_ x rate = \$ \_\_\_\_\_

**Total Mileage \$** \_\_\_\_\_

**Note:** Each traveler who operates a college-owned motor vehicle shall have a current, valid driver license. Each traveler who operates a private or rental automobile shall have (a) a current, valid driver license and (b) personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code.

### Meal Per Diem & Business-Related Meals

\_\_\_\_\_ Departure/Return @ \$15 = \$ \_\_\_\_\_

\_\_\_\_\_ Full-Day @ \$30 = \$ \_\_\_\_\_

**Total Meals \$** \_\_\_\_\_

\_\_\_\_\_ Business-Related Meals \$ \_\_\_\_\_

*(Must obtain original receipts in order to be reimbursed for Business Meals)*

**(Mileage plus Meals) Total Due Traveler \$** \_\_\_\_\_

The following signatures certify the travel expenses are based on the most economical manner and were reviewed and approved as necessary for the conduct of BMCC business. Travel checks will be distributed through the service center or mailed. If other arrangements are needed, call (541) 278-5751.

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*BMCC is an equal opportunity educator and employer.*