

Travel Expense Reimbursement

THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS OF EXPENDITURES.



Northern Essex Community College

Date Group NECC ID #

***See NECC Travel Policy:**
<http://facstaff.necc.mass.edu/wp-content/uploads/2012/07/Approved-travel-policy.pdf>

Employee

Only fill out fields for which you are requesting reimbursement.

Purpose of Travel

Exception Meals - If meals are paid with a P-Card, meal information must be filled out and copies of the original receipts must accompany this form.

Index # Travel Type Date(s) of Travel

Transportation

Amount

Miles*

Reimbursement is based on actual driving distance minus normal commute. *Reimbursed at \$.545/mile***

Parking

Tolls

Taxi/fares

Airfare

Total transportation

Lodging

Amount

Event fees

Conference/Registration

Other

Total Lodging, Event and Other

Meals

1st Day 2nd Day 3rd Day 4th Day 5th Day

*Per Diem

Total meals

Minus Meals Provided

Total travel expenses

P-Card Actual

Less travel advance

Sub Total

Due to Traveler or (due to NECC)

For Accounting & Finance Use

Banner invoice # Check #

Direct deposit # Date

If Total Reimbursement is a negative amount, then that amount is owed to NECC. Make Check payable to NECC. If positive amount then that amount will be reimbursed to you.

Employee's signature

Authorized signature

(revised 1-2-18)

Send completed form to
 Accounts Payable, B216
accountspayable@necc.mass.edu