

# 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* <input type="text"/>	<input type="text"/>

*\*Reimbursement is based on actual driving distance minus normal commute. **\*Reimbursed at \$.58/mile***

Parking	<input type="text"/>
Tolls	<input type="text"/>
Taxi/fares	<input type="text"/>
Airfare	<input type="text"/>
<b>Total transportation</b>	<input type="text"/>

## Lodging

	Amount
<input type="text"/>	<input type="text"/>

## Event fees

Conference/Registration	<input type="text"/>
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## Other

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Total Lodging, Event and Other**

## Meals

	1st Day	2nd Day	3rd Day	4th Day	5th Day	
*Per Diem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total meals <input type="text"/>
Minus Meals Provided	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total travel expenses <input type="text"/>
P-Card Actual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Less travel advance <input type="text"/>
<b>Sub Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Due to Traveler or (due to NECC)</b> <input type="text"/>

## For Accounting & Finance Use

Banner invoice # <input type="text"/>	Check # <input type="text"/>
Direct deposit # <input type="text"/>	Date <input type="text"/>

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