

Jarvis Christian College

TRAVEL/ACTIVITY EXPENSE AND ATTENDANCE REPORT

This form must be completed by persons who attended off campus activities at the expense of the College. This form with the appropriate signatures, and all attachments are due in the Business Office 10 business days from the date of the activity or ending date of travel.

1. Name of person who attended activity: _____
2. Activity beginning date _____ and ending date _____
3. Trip From : Tyler, Texas _____ To: Dallas, Texas and Return _____
(City and State) (City and State)
 To: _____ To: _____
(City and State) (City and State)
4. Purpose of Trip: _____

DAILY EXPENSES ¹	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	LINE TOTAL
DATE								
Plane, Train or Bus ²								
Personal Auto ³								
Rental Car ⁴								
Gas ⁵								
Taxi, Shuttle, Car Service								
Hotel								
Registration								
Meals								
Parking Fees								
Other (Explain)								
COLUMN TOTAL								

Explanatory Note ↓	Baggage Fees	Total of All Expenses	
		Less Expenses Paid in Advance by College	\$
		Amount to be Reimbursed	\$
		Amount Returned to College	

Required Attachments:

- A. Copy of approved requisition or Request for Travel
- B. Copy of check issued by the College for the requested activity/advance
- C. Participant Roster (if applicable)
- D. Original receipts with documentation of the event
- E. Summary Report form on Travel Activity with 1-2 page narrative

Give budget account number to be charged _____ Project Code _____
Please make sure the account number you listed is the same as the one on your original request/requisition.

Date submitted: _____

Traveler _____ Date _____

Vice President for Finance and Administration _____ Date _____

Director, Sponsored Programs _____ Date _____

Provost _____ Date _____

Major Area Supervisor _____ Date _____

President _____ Date _____

Vice President _____ Date _____