



## Travel and Entertainment (T&E) Form

Requestor Name		First day of travel/event	
Requestor email		Number of days	
Requestor phone		Number of people	
Description of trip/event			
Business purpose, travelers & attendees (attach extra pages if needed)			
Department/Account to charge		Pre-approved by (name)	
Approver's Signature		Date	

Fill out the above information and the first column (Budget) below and submit in **ADVANCE** for event or trip approval.

	As Planned Budget	Actual Expenses of Trip or Event			
		Cash	Invoice	PC Credit Card	Total
Air fare (train, etc.)					
Rental Car/Bus					
Mileage in personal car Miles X .50					
Hotel					
Taxis, Tips, etc					
Meals					
Catering					
Venue Rental					
Conference Fees					
Baggage Fees					
Parking					
Totals	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Advance (enter as negative)					
Cash Due College					
Or, Cash Due Employee					

**After trip/event:** Fill in actual columns and attach copies of **ALL** receipts. Sign below and forward to budget manager. Please attach a copy of this form with original receipts to your credit card statement (if applicable)

Signature of traveler \_\_\_\_\_ Date: \_\_\_\_\_

**If total actual expenses exceed the pre-approved total budget, please have your officer sign below.**

Officer signature \_\_\_\_\_ Date: \_\_\_\_\_