



**BENNETT COLLEGE
GREENSBORO, NORTH CAROLINA 27401
EXPENSE REPORT**

Name: _____ Department: _____ Phone: _____

Check One: Travel _____ Other Expenses _____

Destination: _____

Purpose of Travel/Other Expenses: _____

Departure (Date and Time): _____ Return (Date and Time): _____

Date(s)							Totals
Registration Fee							\$ -
Hotel/Lodging							\$ -
Meals:							
Breakfast							\$ -
Lunch							\$ -
Dinner							\$ -
Transportation:							
Airfare							\$ -
Rental Car							\$ -
Private Car							\$ -
no. miles <input type="text"/> at \$ <input type="text"/>							\$ -
Other Expenses							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses	\$ -
Less Hotel/Lodging paid by Bennett	
Less Airfare if paid by Bennett	
Less Rental Car if paid by Bennett	
Less Registration if paid by Bennett	
Less Other Charges paid by Bennett	
Less Disbursement for personal CC	
Less Cash Advance	

Attach copy of Travel Authorization
Budget Number

Amount Due:	
<input type="radio"/> College <input type="radio"/> To Employee	\$ -

SIGNATURES:

Requester _____

Date _____

Assistant Controller/Senior Accountant _____

Date _____

The expense report must be submitted to the Controller's Office within 5 days after travel or upon receipt of cash advance. All original receipts (i.e. transportation - major and ground, hotel, meals and fees) and other expenses verifying all approved expenditures must be attached to the expense report. If funds advanced were not spent, the employee must attach a check or money order payable to Bennett College for all unspent advanced funds.