

State of North Carolina
Southwestern Community College

**Request for Reimbursement of Travel and Other Expenses Incurred
in the Discharge of Official Duty - Including Per Diem**

*INSTRUCTIONS TO CLAIMANT:
Attach all necessary receipts and other supporting documents to this form and retain one (1) copy for your records.*

Grants

Department or Institution		Purpose of Travel (Name of Seminar/Conference)		Budget Code(s)	
Payee's Name & Colleague ID No.		Title		Total Cost \$ -	
Payee's Address		Date Submitted		Less PCard Charges (if applicable)	
				Less Advance and Rental Car Fee	
From	Period covered by this voucher	To	Date of Out-of-State Travel Auth.	Reimbursement \$ -	

*This is a true and accurate statement of expenses incurred in
the service of the State*

*I certify that the expenses incurred are necessary and proper and amounts claimed are
just and reasonable.*

Employee _____ **Division/Department Supervisor** _____

		Travel (show each city visited)		Transportation		Subsistence		Other expenses	
Enter Date	Day One - time of departure Last Day - time of return	(1) Mode	Private Car Mileage	Amount	(2) Type	In-State	Out-of- State	Explanation	Amount
Day 1	TO FROM	P		0	B				
		A			L				
		O			D				
		R			H				
Day 2					Total	\$ -	\$ -		\$ -
		P		0	B				
		A			L				
		O			D				
		R			H				
Day 3					Total	\$ -	\$ -		\$ -
		P		0	B				
		A			L				
		O			D				
		R			H				
Day 4					Total	\$ -	\$ -		\$ -
		P		0	B				
		A			L				
		O			D				
		R			H				
Day 5					Total	\$ -	\$ -		\$ -
		P		0	B				
		A			L				
		O			D				
		R			H				
Day 6					Total	\$ -	\$ -		\$ -
		P		0	B				
		A			L				
		O			D				
		R			H				
					Total	\$ -	\$ -		\$ -
					Total Hotel	\$ -	\$ -		\$ -
					Total Food	\$ -	\$ -		\$ -
(1) Mode of Travel:		(2) Type of Subsistence		Total Transportation	Total In-State Subsistence	Total Out-of- State Subsistence	Total Other Expenses		
P - Pre-Owned Car	B - Breakfast	In-State \$10.10	Out-of-State \$10.10						
A - Air	L - Lunch	\$13.30	\$13.30						
O - Other, rail or bus	D - Dinner	\$23.10	\$26.30						
R - Rental Car	H - Room	\$89.10	\$105.20	\$ -	\$ -	\$ -	\$ -		