

**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:**

Prepare two (2) copies. Attach all necessary receipts and other supporting documents to this form and retain one (1) copy for your records.

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

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		(1)	Private Car	Amount	(2)	In-State	Out-of-State	Explanation	Amount
	Last Day	TO	FROM								
Day 1					Mileage						
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Day 2</b>							<b>Total</b>	\$ -	\$ -		\$ -
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Day 3</b>							<b>Total</b>	\$ -	\$ -		\$ -
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Day 4</b>							<b>Total</b>	\$ -	\$ -		\$ -
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Day 5</b>							<b>Total</b>	\$ -	\$ -		\$ -
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Day 6</b>							<b>Total</b>	\$ -	\$ -		\$ -
				P		0	B				
				A			L				
				O			D				
				R			H				
<b>Total</b>								\$ -	\$ -		\$ -
<b>Total Hotel</b>								\$ -	\$ -		\$ -
<b>Total Food</b>								\$ -	\$ -		\$ -
(1) Mode of Travel:		(2) Type of Subsistence		In-State		Out-of-State		Total		Total Other	
P - Pre-Owned Car	B - Breakfast	\$10.10	\$10.10	Total Transportation				Total In-State Subsistence		Total Out-of-State Subsistence	
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								