

State of North Carolina
McDowell Technical 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 submit it to the Office of

Payee's Name

Payee's Address

FromPeriod covered by this voucherTo

Title

Date Submitted

Date of Out-of-State Travel Auth.

Headquarters (City)

Total Cost

Less Advance

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.

Claimant					President					
(1.) Mode of Travel		(2) Type of Subsistence	In-State	Out-of-State	Registration and Advances				Amount	
P - Pers Car \$.62 mile		B - Breakfast	\$ 10.10	\$ 10.10						
A - Air		L - Lunch	\$ 13.30	\$ 13.30	Registration Pre-paid by College:					
O - Other, rail or bus		D - Dinner	\$ 23.10	\$ 26.30	Travel Advance Provided for Claimant					
R - Rental Car		H - Hotel	\$ 89.10	\$ 105.20	Paid by Claimant:					
	Travel (show each city visited)		Transportation		Subsistence			Other expenses		
Day	Enter time of departure and time of return From To		(1) Mode	Private Car Mileage	Amount	(2) Type	In-State	Out-of- State	Explanation	Amount
			P	0	\$ -	B	\$ -			
			A			L				
			O			D				
			R			H				
						Total	\$ -	\$ -		\$ -
			P	0	\$ -	B				
			A			L				
			O			D				
			R			H				
						Total	\$ -	\$ -		\$ -
			P	0	\$ -	B				
			A			L				
			O			D				
			R			H				
						Total	\$ -	\$ -		\$ -
			P	0	\$ -	B				
			A			L				
			O			D				
			R			H				
						Total	\$ -	\$ -		\$ -
Coding Information (Finance Office Use Only)					Total Transport.	Total	\$ -	\$ -		\$ -
				Total Hotel		\$ -	\$ -		\$ -	
				Total Food		\$ -	\$ -		Total Other Expenses	
						Total In-State Sub.	Total Out-of-State Subsistence			
							\$ -			\$ -
			Total	\$ -		\$ -	\$ -			