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	Title	Headquarters (City)
Payee's Address	**Date Submitted**	**Total Cost**
		Less Advance
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.

Claimant

VP For Finance and Administration

(1.) Mode of Travel	(2) Type of Subsistence	In-State	
P - Pers Car $.70 mile	B - Breakfast	$ 10.60	$ 10.60
A - Air	L - Lunch	$ 14.00	$ 14.00
O - Other, rail or bus	D - Dinner	$ 24.40	$ 27.70
R - Rental Car	H - Hotel	$ 94.10	$ 111.10

Registration and Advances	Amount
Registration Pre-paid by College:	
Travel Advance Provided for Claimant	
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	**$ -**	**$ -**		**$ -**
		P	0	$ -	B				
		A			L				
		O			D				
		R			H				
					Total	**$ -**	**$ -**		**$ -**
		P	0	$ -	B				
		A			L				
		O			D				
		R			H				
					Total	**$ -**	**$ -**		**$ -**
					Total Hotel	**$ -**	**$ -**		**$ -**
					Total Food	$ -	$ -		
				Total Transport.		Total In-State Sub.	Total Out-of-State Subsistence		Total Other Expenses
			Total $ -	$ -		$ -	$ -		$ -

Coding Information (Finance Office Use Only)