Appendix N

Wagner College Expense Report

WAGNER COLLEGE								(Business Office Use Only)			
	Personal Expe	Date Check No.									
Name & Wagner											
Employee ID Nu	mber						Fund - Or	gn - Account - Progra	am Codes		
Purpose of E	Expenditure										
1. Date									Period Ending		
2. Cities Visited (Check block to indicate round trip)	From:										
round urp)	То:								Totals		
3. Personal	Mileage			<u> </u>		u			-		
Auto * (IRS rate=\$0.50)	Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
4. Parking and Tolls									\$0.00	i	
5. Railroad, Airfare by Employee	, Bus Fare Paid								\$0.00		
6. Auto Rental Paid	by Employee								\$0.00		
7. Hotel or Lodging									\$0.00		
8. Personal Meals - costs not to exceed IRS	Per diem High-Low rate								\$0.00		
9. Telephone & Teleg									\$0.00	İ	
10. Taxi or Local Car	`								\$0.00	ĺ	
11. Business Conference on reverse side)	nces (show details								\$0.00		
12. Guests details on reverse side)	(show								\$0.00		
 Other Expenses separately on reverse side 	(list e)								\$0.00		
14. Total Expenses Pa	nid by Employee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	S	
15. Hotel, Meals and/	or Transportation Pa	id by College			S2. Cash Adv Check Number	vance S		S3. Cash Advance Amt.			
	Date	Description, Ticket or Agreement		Amount	E S4. Balance Due Employee (S1 - S3)		Т		\$0.00		
Hotel				\$0.00	(S1 - S3)	o Return to College	L	\$0.00			
Meals					Paid by College (line			\$0.00			
Airline, Rail or Auto Rental					E S7. Value of L Tickets Attached	Jnused Transportation	n N				
Conferences,				\$ -	T S8. Total Exp	enses Reported (S1 + S6 - S7)		\$0.00	ĺ	
Other Exp.				\$0.00	Write Out Balance Du	e To Employee (Line	S4)			ĺ	
TOTAL				\$0.00						l	
	=	ine 3 above, I certify that the	-		Approved					l	
		vas driven in my own perso olicy currently in effect for r)I	Approval						
		ty and \$10,000 property da		at	Approval					l	
I hav	e incurred all of the expe	nses above on behalf of the active conduct of the Colle	e College and tha		For Accounting U	Jse Only					
,	•										

Date

Employee Signature

Business Conferences and Guests (Supporting Details for Lines No. 11 and 12)

The expenses shown on lines 11 and 12 on the front of this form should be listed separately below.

		Name, Firm, and Title or Occupational Designation of Persons								
Date	Description of Expense	Meeting Place and City		Present	Business Purpose	Amount				
					TOTAL	\$0.00				
	Other Expenses (S	upporting Details for Line No. 13)		Supplementary D	ata (Explanation of Other Items as Required)					
			1.							
Date	Type of	Expense	Amount							
			-							
		TOTAL	\$0.00							
		IUIAL	\$0.00							

INSTRUCTIONS:

General: (a) Report only expenses actually incurred on College business. Enter each day's expenses separately. (b) Submit reports weekly. If trip is less than one week, submit report promptly upon completion of trip. (c) Attach all receipted bills. All items must be supported by receipts.

Line 3. Personal Auto: Do not include gasoline, oil, repairs, etc. Current allowance to be computed at IRS rate.

Line 6. Auto rental paid by employee: For auto rentals, request compact or intermediate model cars.

 $\label{lower_lower} \textbf{Line 7. Hotel or Lodging:} \ \ \text{All hotel or lodging expense reimbursed at } \underline{\textbf{lower}} \ \ \text{of IRS highlow lodging rate or actual cost incurred.}$

Line 8. Personal Meals: Reimbursed at <u>lower</u> of IRS high-low meals rate or actual cost incurred. If lines 7 and 8 both apply, IRS high-low per diem rate applies.

Line 9. Telephone or Telegraph: For telegraph or long distance telephone, show name of person contacted under Supplementary Data above. Personal telephone calls are not reimbursable.

Line 13. Other Expenses: Expenses of a personal nature such as barber, magazines, beverages, etc. are not reimbursable.

Line S7. Value of unused transportation tickets: Attach all unused transportation tickets to this report.