Appendix N

Wagner College Expense Report
### Purpose of Expenditure

1. Date
2. Cities Visited
   (Check block to indicate round trip)
   From:
   To:
3. Personal Auto *
   (IRS rate=$0.50)
   Mileage
   Allowance
   | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
4. Parking and Tolls
5. Railroad, Airfare, Bus Fare Paid by Employee
6. Auto Rental Paid by Employee
7. Hotel or Lodging
8. Personal Meals -
   costs not to exceed IRS High-Low rate
9. Telephone & Telegraph
10. Taxi or Local Curfare
11. Business Conferences
    (show details on reverse side)
12. Guests
    (show details on reverse side)
13. Other Expenses
    (list separately on reverse side)
14. Total Expenses Paid by Employee

| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

#### Hotel, Meals and/or Transportation Paid by College

<table>
<thead>
<tr>
<th>Date</th>
<th>Description, Ticket or Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Airline, Rail or Auto Rental</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Conferences, Other Exp.</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

| $0.00 |

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* If auto mileage is shown on line 3 above, I certify that the mileage for which reimbursement is requested was driven in my own personal automobile, for which there is an insurance policy currently in effect for not less than $100,000/300,000 public liability and $10,000 property damage. I certify that I have incurred all of the expenses above on behalf of the College and that they are directly related to the active conduct of the College's business.

**Approval**

**Approval**

For Accounting Use Only

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Employee Signature

Date
### DETAILS

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Expense</th>
<th>Meeting Place and City</th>
<th>Name, Firm, and Title or Occupational Designation of Persons Present</th>
<th>Business Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

$0.00

**Other Expenses** (Supporting Details for Line No. 13)

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supplementary Data** (Explanation of Other Items as Required)

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

$0.00

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**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.

**Line 7. Hotel or Lodging:** All hotel or lodging expense reimbursed at lower of IRS high-low lodging rate or actual cost incurred.

**Line 8. Personal Meals:** Reimbursed at lower 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 7. Value of unused transportation tickets:** Attach all unused transportation tickets to this report.