

Appendix N

Wagner College Expense Report

WAGNER COLLEGE

Personal Expense Voucher - 2010 - Use beginning January 1, 2010

(Business Office Use Only)	
Date	_____
Check No.	_____
Fund - Orgn - Account - Program Codes	

Name & Wagner

Employee ID Number

Purpose of Expenditure

1. Date	2. Cities Visited (Check block to indicate round trip)	From:	To:						Period Ending
									Totals
									-
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									\$0.00
5. Railroad, Airfare, Bus Fare Paid by Employee									\$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 & Telegraph									\$0.00
10. Taxi or Local Carfare									\$0.00
11. Business Conferences (show details on reverse side)									\$0.00
12. Guests (show details on reverse side)									\$0.00
13. Other Expenses (list separately on reverse side)									\$0.00
14. Total Expenses Paid by Employee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$1.

15. Hotel, Meals and/or Transportation Paid by College				S2. Cash Advance Check Number	S	S3. Cash Advance Amt.
	Date	Description, Ticket or Agreement	Amount	E S4. Balance Due Employee (S1 - S3)	T	\$0.00
Hotel			\$0.00	T S5. Balance To Return to College (S1 - S3)	L	\$0.00
Meals			\$0.00	E S6. Hotel, Meals and Transportation Paid by College (line 15 total)	M	\$0.00
Airline, Rail or Auto Rental			\$0.00	E S7. Value of Unused Transportation Tickets Attached	N	
Conferences, Other Exp.			\$ -	T S8. Total Expenses Reported (S1 + S6 - S7)		\$0.00
TOTAL			\$0.00	Write Out Balance Due To Employee (Line S4)		

* 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

Employee Signature _____ Date _____

