

Expense Report King's College 133 North River Wilkes-Barre, PA 18711		Name _____							
		Address _____							
		City _____	ST, Zip _____						
Check Payable to: _____									
Purpose: _____									
Location(s): _____									
Date(s) Expenses Incurred:		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Expense Item:									
1 Breakfast									0.00
2 Lunch									0.00
3 Dinner									0.00
4 Lodging									0.00
5 Meals and refreshment for others *									0.00
6 Air or Rail									
7 Taxi & Limousine/car rental									0.00
8 Mileage reimbursement		Miles							
		Rate	0.400	0.400	0.400	0.400	0.400	0.400	0.400
		Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9 Other transportation/ parking									0.00
10 Telephone									0.00
11 Tips									0.00
12 Other (explain)									0.00
13 Registration									0.00
* Detailed Explanation of Item 5								Total expense	
Date	Name of Person(s)						Amount	Less advance	
								Less paid by P-Card	
								Due King's	
								Due Claimant	
Total of Line 5							0.00		
General Ledger Account		Account Name		Amount		Description			
		TOTAL		0.00					
Faculty / Staff Signature _____									(date)
Vice President Signature _____									(date)

For Business Office Use Only

Voucher Number _____

VP for Business Affairs Approval _____

Comptroller Approval _____

