

EXHIBIT N  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
TRAVEL EXPENSE RECONCILIATION  
Conference and Non-Local Travel

Instructions: See Page 2

Name \_\_\_\_\_ Date: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Name and Location of Conference: \_\_\_\_\_

Departed: \_\_\_\_\_  
Time Date

Returned: \_\_\_\_\_  
Time Date

**List Of Actual Expenses**

Type of Payment:

	A	B	C	D
	Personal Cash	Personal Credit Card	College Check or PO	College Credit Card
1. Transportation To/From Destination (Air-Bus-Rail)	\$			
2. Transportation at Conference Location	\$			
3. Parking	\$			
4. Tolls	\$			
5. Personal Car _____ miles @ \$./mi.	\$			
6. Lodging	\$			
7. Meals _____ Full Days @ \$ 32.00	\$			
_____ Breakfast @ \$ 6.00	\$			
_____ Lunch @ \$ 10.00	\$			
_____ Dinner @ \$ 16.00	\$			
8. Conference Fees & Registration	\$			
9. Other: Describe	\$			

Total Expenses (Include everything spent for this trip, columns A-D): \_\_\_\_\_

Less Cash Advance Received from the College: \_\_\_\_\_

Less Expenses Paid by College (columns C & D): \_\_\_\_\_

Excess Due Traveler: \_\_\_\_\_

Excess Due College: \_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Budget Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean/President

\_\_\_\_\_  
Date

## TRAVEL RECONCILIATION FORM INSTRUCTIONS

Travel Reconciliations are due in the Budget & Finance Dept. (Accounts Payable) within 30 days of the trip. Receipts and any other documentation must be attached to the original reconciliation form.

All travel reconciliations must be approved by your budget manager.

### **NON-REIMBURSABLE EXPENSES:**

- New York State sales tax is not reimbursable. Take a tax exemption certificate(s) with you. They are available from the Budget & Finance office.
- Alcoholic beverages are not reimbursable.
- College travelers may not claim expenses incurred on behalf of any other individual.

Name and Location of Conference: Please provide both.

List of Actual Expenses: Please list all expenses that pertain to this trip, even if they were already paid by a college check or Purchase Order or a college credit card.

Transportation To/From Destination: Record expenses for public transportation used (air/bus/rail).

Transportation At the Conference Location: Record expenses for buses, taxis, airport shuttles, etc.

Reimbursement for parking, taxis & tolls may be made without receipts (Budget & Finance will determine). If you don't have a receipt, submit a hand written note explaining the charge.

Personal Car Mileage: If a personal vehicle was used, reimbursement is made at the prevailing Internal Revenue rate (\$.50/mile as of 1/1/2010). Mileage shall be reimbursed on the basis of the shortest direct route. If additional mileage is required, please explain.

Lodging: Lodging costs will be reimbursed with submission of a hotel or motel receipt that shows individual charges for rooms, meals, phone calls, etc. A credit card receipt is not sufficient.

Phone Calls: Phone calls to the College for business purposes will be reimbursed. The traveler is also allowed one personal phone call per day while traveling. Please indicate on receipt which calls are to be reimbursed.

### Meals:

You may claim meals based on actual receipts (turn in receipts) OR the per diem rate (don't turn in receipts). Note: If you pay for meals with a TC3 credit card, you must turn in the receipts and claim the actual expense.

If you are in travel status for a full day you can claim the full day per diem allowance of \$32.00.

If you are in travel status for less than a full day you can claim reimbursement for meals as follows:

- If you leave before 7:00 am, or return after 8:00 am, you can claim Breakfast.....\$6.00
- If you leave before 11:30 am, or return after 2:00 pm, you can claim Lunch.....\$10.00
- If you leave before 6:00 pm, or return after 7:00 pm, you can claim Dinner.....\$16.00

Conference Fees & Registration: Record the cost, even if it was paid in advance.