



## EXPENSE REPORT

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**IMPORTANT: Original Vouchers/Receipts MUST be attached!**

First Name	Last Name	Department
Dates	Location	Purpose

DATES	DESCRIPTION	REG FEE	HOTEL	AIRFARE/AUTO	MEALS	MISC.	TOTAL
<b>SUBTOTAL</b>							
				<b>ADVANCE/PREPAYMENT</b>			
				Refund			
				Amount due			

### VEHICLE INFORMATION

MAKE/MODEL CAR:	BEGINNING MILEAGE:
LICENSE NUMBER:	ENDING MILEAGE:
ODOMETER READING:	MILES DRIVEN:

I have read the rules and hereby certify that the expenditures claimed are true and correct, incurred according to the law, & City College regulations, and in connection with official business of City College of San Francisco

Employee's Signature	Work Number	Date
Supervisor Authorization	Work Number	Date

## **INSTRUCTIONS**

### **PROOF:**

Canceled Checks and Credit Card receipts are NOT valid unless supplemented by a copy of the Brochure and Registration material. If paid by check, you must attach a copy of the front and back of the cashed check. If paid by Credit Card, you must attach a Credit Card Statement. Also required proof of completion of activity: copy of certificate, grades, etc.

### **TRANSPORTATION:**

Airfare is reimbursed at the economy/coach or lesser fare rate. You must attach your passenger ticket to the Expense Report. If a personal automobile is used instead of public carrier, give the make, model, year, license number of automobile used, total mileage, beginning and ending odometer reading, and the starting and ending point of travel. In such cases the claim cannot exceed the equivalent of such trip, by the most efficient, direct, and economical mode of transportation required by the occasion. The mileage allowed will be in accordance with the schedule of distance furnished by the City College Official Lodging Per Diem Manual.

If two or more officers or employees of the District are authorized to attend the same activity within the State and travel in the same automobile on the same trip, mileage will be allowed provided such mileage claim does not exceed the aggregate fares for the most efficient, direct and economical mode of public transportation required by occasion. Mileage is to be claimed by the driver only. In this case, advise the names of person traveling with you. If you are the passenger, please state name of driver.

Receipts are required for bridge toll and off-street parking (parking lot and/or garages).

### **MEALS:**

This section is used to record meals, which may or may not be supported by receipts. Tips cannot be reimbursed, since to do so would constitute a gift of public funds. Alcoholic beverages will not be reimbursed. Explanation of any meal amounts over normal should be noted on the form. When travel does not require lodging, meals will be reimbursed only if activity was attended directly prior to and directly after the meal and it is so stated on the Expense Report.