

## **Completing a Travel Expense Report**

The Berea College Travel Expense Report is a Microsoft Excel document. The report is optimized when data is entered on to the report while in Excel. Please avoid completing the report manually--contact the Office of Financial Affairs for assistance.

### **Section 1**

This section must be completed to provide information relating to the employee and to establish the business nature of the travel.

### **Section 2**

Every charge incurred on your Purchasing Card should be noted here. Original receipts are required for each transaction shown on the list and should be included with the expense report. Copies of receipts can be retained by the cardholder and filed appropriately. For each transaction, note the transaction date, a brief description of the expense and total expense amount.

### **Section 3**

Enter all Purchasing card ATM or Bank Teller withdrawals and cash advances received from Berea College in this section. ATM withdrawals can be for cash prior to travel and for cash withdrawals made during the travel.

When a Purchasing Cardholder withdraws funds from an ATM or Bank Teller, the use of those funds are restricted to travel-related expenses only. Withdrawn funds cannot be used as petty cash or for any non-travel related expenses.

### **Section 4**

Enter all personal credit card charges or cash travel expenses here. All expenses NOT placed on the Purchasing Card should be noted here. Receipts are required for all expenses greater than or equal to \$15.00. For each transaction, note the transaction date, a brief description of the expense and the total expense amount. If applicable, use the mileage calculator at the bottom of this section.