

MarymountManhattan

a college of the liberal arts

EXPENSE REPORT

Submitted by:_____

Department:_____

_____ Request for Reimbursement of Expenses

_____ Accounting for an Expense Advance Received

Purpose of Expenditure: _____

Date	Description (Please use one line for each receipt - attac	h additional sheets if necessary)	Amount
Check Payable to: Date: SS or ID No.:		Total Amount of Receipts:	
Account No. to be Charged:		Less Expense Advance:	
Approval of Divisional Vice President:		Less Other:	
usiness Office Certification:		Total Amount Due:	

INSTRUCTIONS: Account number to be charged must be inserted; Travel by auto reimbursable at \$0.55 per mile - show points of travel and milage daily; Attach receipts for all hotel bills, railroad or plane fares, taxi's, tolls, meals, tips, etc...; If entertainment - show name(s) of person(s) and reason for entertainment under "Purpose of Expenditure." Revised January 2009