RATES FOR MILEAGE & MEALS ARE ON THE BACK

Horry-Georgetown Technical College

Expense Statement

PLEASE SUBMIT BOTH COPIES TO FINANCE. GREEN WILL BE RETURNED with CHECK.

Green - Business Office
Pink - Requestor's Record Copy

Name _____ Employee "H" Number _____ Date _____

Organization Number _____ Purpose of Trip(s) _____

_____ ***(REIMBURSEMENT WILL NOT BE MADE IF PURPOSE IS OMITTED)***

Requestor: PLEASE READ INFORMATION WRITTEN AT THE BOTTOM OF THIS FORM.

Non-Deductible	3	7432	7410				
In State	1	7404	7401	7402	7403	7405	7406
Out of State	2	7424	7421	7422	7423	7425	7426

Date Mo/Da	Dep Time	Arr Time	AM	PM	Destination or Travel		1 or 2	Auto Mileage		Meals	Lodging	Air Travel	Other Trans	Misc. Travel Exp.	Total
					From	To		Miles	Amount						

1	7404	7401	7402	7403	7405	7406	Total 1
2	7424	7421	7422	7423	7425	7426	Total 2
3	7432	7410					Total 3

In-State Registration Fees (7407)	
Out-of-State Registration Fees (7427)	
Sub Total	
Less Travel Advance	
Total	0

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and conforms with the requirements of State laws, and the rules and regulations of the Horry Georgetown Technical College Commission.

Reviewed by _____

Signature _____ Date _____ Approval _____ Date _____

Signature _____ Date _____ Approval _____ Date _____