

[illegible]

|                              |                                |
|------------------------------|--------------------------------|
| PURPOSE OF TRIP/EXPENDITURE: |                                |
|                              |                                |
|                              |                                |
|                              |                                |
| EMPLOYEE/STUDENT SIGNATURE:  | DEPT HEAD/SUPERVISOR APPROVAL: |
| X                            | X                              |

**\*\*Mileage= .55 /mile (must be personal vehicle)**

**X**

| EXPENSE REPORT SUMMARY              |  |
|-------------------------------------|--|
| <b>TOTAL EXPENSES</b>               |  |
|                                     |  |
| <b>LESS:</b>                        |  |
| Cash Advances                       |  |
| <b>DUE:</b>                         |  |
| Employee/Student                    |  |
| The College of Idaho (attach check) |  |

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