

**State of North Carolina  
McDowell Technical Community College**

**Request for Reimbursement of Travel and Other Expenses  
Incurred in the Discharge of Official Duty - Including Per Diem**

**INSTRUCTIONS TO CLAIMANT:** Attach all necessary receipts and other supporting documents to this form and submit it to the Office of Finance and Administration. Please be sure to sign the form and include the time of departure and time of return.

Payee's Name		Title	Headquarters (City)	
Payee's Address		Date Submitted	Total Cost	
			Less Advance	
From	Period covered by this voucher	To	Date of Out-of-State Travel Auth.	Reimbursement

*This is a true and accurate statement of expenses incurred in the service of the State*      *I certify that the expenses incurred are necessary and proper and amounts claimed are just and reasonable.*

**Claimant**

**President**

(1.) Mode of Travel	(2) Type of Subsistence	In-State	Out-of-State	Registration and Advances	Amount
P - Pers Car \$ .62 mile	B - Breakfast	\$ 9.00	\$ 9.00		
A - Air	L - Lunch	\$ 11.80	\$ 11.80	Registration Pre-paid by College:	
O - Other, rail or bus	D - Dinner	\$ 20.50	\$ 23.30	Travel Advance Provided for Claimant	
R - Rental Car	H - Hotel	\$ 78.90	\$ 93.20	Paid by Claimant:	

Travel (show each city visited)			Transportation		Subsistence			Other expenses	
Day	Enter time of departure and time of return		Private Car	Amount	(2)	In-State	Out-of-State	Explanation	Amount
	From	To							
			0	\$ -	B	\$ -			
					L				
					D				
					H				
<b>Total</b>						\$ -	\$ -		\$ -
			0	\$ -	B				
					L				
					D				
					H				
<b>Total</b>						\$ -	\$ -		\$ -

Coding Information (Finance Office Use Only)				Total	\$ -	\$ -	\$ -
				Total Hotel	\$ -	\$ -	\$ -
				Total Food	\$ -	\$ -	\$ -
				Total In-State Sub.		Total Out-of-State Subsistence	Total Other Expenses
				Total Transport.	\$ -	\$ -	\$ -
				<b>Total</b>	\$ -	\$ -	\$ -