



**MIDDLE STATES COMMISSION ON HIGHER EDUCATION**  
Travel & Expense Report

**2018**

Submission Date \_\_\_\_\_  
 Payable To \_\_\_\_\_  
 Name \_\_\_\_\_  
 Contact Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Self-Study Visit                       Special Visit / Other  
 Committee Meeting                       Commission Meeting  
 Workshop/ Conference

Institution \_\_\_\_\_  
 Date(s) \_\_\_\_\_  
 Location \_\_\_\_\_

Dates								Total
Personal Car Mileage								n/a
Mileage Expense*								
Parking & Tolls								
Car Rental & Gas								
Local Travel (Cab)								
Airline, Train, Bus Fares								
Hotel (including Taxes)								
Meals	Breakfast							
	Lunch							
	Dinner							
Other								
<b>Daily Total</b>								

**OFFICE USE ONLY**

Subtotal Expense	
Honorarium	
Total Due Individual	

Account	Job #	Amount

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**EXPENSE SUMMARY**

Total Submitted	
Less: Personal Expenses	
Less: MSCHE Credit Card	

Balance Due	Individual	
	MSCHE	

\_\_\_\_\_  
Individual Signature

\*Mileage expense is calculated automatically at a rate of \$0.545/mile valid 1/1/2018 - 12/31/2018