



MIDDLE STATES COMMISSION ON HIGHER EDUCATION
Travel & Expense Report

2016

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								
Daily Total								

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 \$0.54/mile valid 1/1/2016 - 12/31/2016