



See comment blocks on marked cells for information on how to use continuation sheets and for additional instructions.

EMPLOYEE NUMBER SITE DATE PREPARED

REASON FOR TRAVEL OR EXPENSE:			
ADDITIONAL COMMENTS:			
		ACCOUNT DISTRIBUTION	
		Site	
		Project #	
		Amount	

EMPLOYEE SIGNATURE _____
SUPERVISOR SIGNATURE _____
DATE APPROVED _____

CONTRACT TRAVEL EXPENSE REPORT - Continuation Sheet

NAME

Trip Dates

EMPLOYEE NUMBER

SITE

May 30, 2022

NAME OF CITY								TOTAL EXP.
DATES								
AIRFARE								\$0.00
AIRLINE SERVICE FEE								\$0.00
LODGING								\$0.00
LODGING TAXES								\$0.00
Per Diem (MI&E)								\$0.00
AUTO RENTAL								\$0.00
TOLLS/PARKING								\$0.00
NUMBER OF MILES								\$0.00
MILEAGE	\$0.5850							\$0.00
TAXI								\$0.00
GAS (Rental Vehicle)								\$0.00
OTHER								\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Additional Comments

Sheet Total \$0.00

CONTRACT TRAVEL VOUCHER
Instructions

MUST supply receipts for all expenses listed on voucher

NAME OF CITY: Enter city of destination on each column which has a date of travel. Enter COUNTY if not in Municipality. EX:

Charleston, SC	Charleston, SC	Charleston, SC	Charleston, SC
1-Jan-09	2-Jan-09	3-Jan-09	4-Jan-09

DATES: A date should be entered in each column from start date of trip to end date of trip. See above.

TOTAL EXP.: List **all** expenses for the trip under the appropriate date even expenses that are paid upfront by ISS. This column will give the total for the trip. For the flight if purchased in advance list under the start date of the trip. For example the amount in the **TOTAL EXPENSES** should be the total of all receipts.

AIRFARE: Enter amount from receipt on start date

AIRLINE SERVICE FEE: Enter amount from receipt. Ex. Use for luggage fees

LODGING: Rate according to the GSA per diem for city or county. www.gsa.gov

LODGING TAXES: Include tax amounts separately from lodging expenses.

MEALS & INCIDENTAL: Enter amount from receipts for one day trips when permitted by ISS. All others at applicable per diem rate according to the www.gsa.gov website.

NUMBER OF MILES: When using personal vehicle for travel enter mileage used on trip. Mileage for trip to and from airport can be entered when using personal vehicle. No miles to be entered if using rental car.

MILEAGE: Formula will automatically calculate the number of miles entered by the rate.

TAXI: Enter amount from receipts under the corresponding date

GAS: Only applies when using a rental car. Enter amount from receipts under the corresponding date.

TELEPHONE: Only applies when used for business on trip.

ENTERTAINMENT: An explanation for business entertainment will have to be listed in the explanation box.

MATERIALS (LESS THAN \$2,500): Employees can obtain and be reimbursed for material items submitted on an expense report. The amount must be less than \$2,500.00 and other system requirements must be complied with. A Purchase Order Number is required for all items charged to a contract; therefore, **forward any expense reports containing direct material charges to the applicable Contract Administrator.** This form will act as a Purchase Requisition and ensures compliance with MTC's Purchasing Policies and Procedures. Note the requirement for contract administration initials and Purchase Order Number if this is a direct purchase.

OTHER: An explanation for business other will have to be listed in the explanation box.

REASON FOR TRAVEL OR EXPENSE: An explanation for the trip or expense must be provided.

EXPLANATION FOR ENTERTAINMENT OR OTHER: Entertainment explanation must include time and place, business purpose and business relationship of person(s) entertained. Other charges please give as much information as possible to explain the charge along with any documents to support the charge.

CONTINUATION SHEET TOTALS: If needed there is a continuation sheet (see worksheet tab) for long trips when all dates don't fit on first page. The amount will auto generate from continuation worksheet.

SIGNATURES: You must sign your expense report and it must be approved by your immediate supervisor, or in his/her absence, their immediate supervisor, and so forth in the chain of responsibilities.

FAILURE TO PROPERLY COMPLETE YOUR EXPENSE REPORT WILL RESULT IN IT BEING REJECTED AND WILL DELAY ANY AMOUNTS DUE YOU.