

# Summary Travel Expense Log

This form used for Actual expenses, do not use for Per Diem.  
**If summarizing a Daily sheet or envelope, use one line per day.**  
**If summarizing Category envelopes, use the first line for all.**

(This sheet is for recording lump sum totals taken from the Daily or Category sheets or envelopes.)

Date	Airfare	Conf. Reg. Fees	Equipment Repairs	Field Trips	Ground Transport	Instr. Supplies	Lodging	Meals	Office Supplies	Postage	Prof. Fees	Telephone	Other
	730001	730051	710161	730081	730011	701001	730031	730041	701051	705001	707011	703001	

**Totals**

**Fund                      Organization                      Account**

I certify that the amounts charged are reasonable, correct and represent expenditures that I am authorized to charge. These charges are in conjunction with the performance of my duties as a representative of The Colorado College.

I have reviewed the charges associated with this advance and to the best of my ability to determine so, I believe these charges to be reasonable, correct, and related to college business.

**Signature**

**(person who took the advance)**

**Signature**

**(reviewer)**

**Additional Notes**

**Travel / Cash Advance Instructions**

When you have completed your trip (or funds have been spent) please complete the Travel / Cash Advance Form and return it to the Business Office. Remember to enclose receipts in enve-2(ei)28dC 0.004 Tduvse-2sfsh A523.8 Tm [0 2(om)b. [0o-66.6(fng)e8-1.2(\$-25.)-6.6(Yi)2(u( ar)2(523e per)2(5