

PIEDMONT VIRGINIA COMMUNITY COLLEGE TRAVEL ESTIMATE WORKSHEET

(Revised 8/06)

Name:	
Date of Travel:	
Destination:	
Purpose of Travel:	

ESTIMATED EXPENSES

Roundtrip Mileage (check one)	# Miles	\$.246 per mile	# Miles	\$.445 per mile	Totals
Personal Car					
State Car		\$0.00		\$0.00	\$0.00

	\$ Amt.	\$ Amt.	\$ Amt.	\$ Amt.	Totals
Air, Rail, Taxi or Bus Fares					\$0.00

	\$ Amt.	\$ Amt.	\$ Amt.	\$ Amt.	Totals
Parking and Tolls					\$0.00

Meals and Tips	# of Days	M & I.E. rate per day	Totals
M & I.E.			\$0.00

Lodging	# of Nights	\$ Amount Lodging per night including tax	Totals
			\$0.00

Economy or Government Rate Requested?	Yes	No

Please explain the reason for excess lodging:
 Attach justification for excess lodging

Car Rental	Total \$ Amount for Car Rental	Totals
		\$0.00

Telephone Expenses:	Total \$ Amount for Telephone Expenses	Totals
		\$0.00

Registration Fees:	Total \$ Amount for Registration Fees	Totals
		\$0.00

Miscellaneous Expenses (Please itemize)	\$ Amt.	\$ Amt.	\$ Amt.	\$ Amt.	Totals
					\$0.00

Grand Total **\$0.00**

Charge Account: _____ Amount: _____

Employee Signature	Date
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APPROVALS

Supervisor Signature	Date
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Vice President Signature	Date
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Any hotel rate above guidelines requires VP Finance signature	Date
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Completed form must be approved in advance of travel and must be attached to your travel reimbursement voucher.