

COMPLETING THE SECC TRAVEL & EXPENSE REPORT:

- REPORTING PERIOD is the month/year the travel took place.
- Current mileage and per diem rates are noted on the form.
- Using one line for each day of travel, type the date in the DATE column.
- List the destination and/or activity only once on one of the travel dates.
- Report actual miles in the mileage column. Enter the number of miles driven and the form will calculate the total at the bottom, along with the calculated dollar amount.
- Report actual per diem dollar amount (*using the rates noted at the top of the form*) in the per diem column.
- In the TRAVEL column, list airfare. If multiple receipts, list each receipt on a separate line.
- Report rental car, parking, tolls and gas on individual lines, do not combine to one total.
- Report lodging amount for each night.
- If preparing for someone other than yourself, use their name as the REQUESTED BY located at the bottom of the form.
- Approval should be done by VP/director for all associates. Approval will be done by an officer for the VP/directors.
- Totals will be calculated for you at the bottom of each column.

