Index Code: and Account Code:		dex Nun ount Nu					V		State Com	-	ollege				Mileage Rate (Effective 1/1/2025)	\$0.700	
OR Bill TBR**: **Please complete N	Yes Non-Student E		110014-16551 equest Form a		ch to Tra	avel Claim	for TBR Billir	ng.							Check if you have deducted commuting miles, if appropriate. Attach copy of Google Map printout to report.	My Initial box placed here	
Complet	te Name/Hom	ne Addre	ess				Official Station	ı									
									I cei	rtify this cl	aim is true	e and corr	ect		Brett Stoller's Signature		
Name:			e of Traveler			VSCC Ga		Х		Sic	nature #	1					
Banner ID Number:			/ Number			VSCC Co									Approved:: VP Business and Finance	e, Date	
Address:		поі	me Address			VSCC Liv					Signatu	re, Date			President's Signature (if neccesa	ary)	
	VSCC Springfield								1	Sig	gnature #	2			Approved: President, Date		
									Appro	ved: Supe	rvisor/Dea	an, Date					
								•			nature #						
						Other											
Explanation of Travel	(http://www.vol	Istate.edu	u/Policies/Docum	ents/Bus	siness-Fi	nance/IV-01	-01-General-Tr	avel.pdf)	Appro	ved: Vice	President	-Division,	Date		B .=	0.070.00	
															Report Totals Less Temporary Travel Advance	2,676.96	
															Less Prepaid Travel Expenses	1,650.00	
Brief explanation of	of travel; Do i	not leav	e blank.									(Prepaid	expenses	include Chec	k/Procard, Airfare, Hotel, Registration, etc.)	1,030.00	
												(, , , , , , , ,	onponeo.		Amount Due Claimant	1,026.96	
															Amount Due VSCC	-	
THIS CLA	M MUST BE	PREPA	RED IN ACCC	RDANC	CE WIT	H STATE (OF TENNES	SEE TRA	VEL REGUI	LATIONS.	ATTACH	ORIGINA	L RECEIF	PTS.			
	Place Left		Place Arrived				Transportat	ion			Subsi	stence			Other Expenses (Itemized)		
_	City	Left	City	Arrived		Commute	Mileage		Taxi/					Registration/	Attached Receipts, Parking, Internet, etc.		
Date		AM/PM		AM/PM	Miles	Miles	Amount	Airline	Rideshare	Lodging	Breakfast	Lunch	Dinner	Other	Explanation	Total	
08/01/23	Home	4:20am	Training Conf	42.00nm											Airfare & \$1000.00 registration fee pre- paid by Procard. Itemized receipts		
06/01/23	Gallatin Sumner	4.30am	Daytona Beach Volusia	12.00pm	28.90		20.23	650.00	35.00	225.00			51.75	1,000.00	paid by Procard, itemized receipts attached	1,981.98	
	Julillei		Volusia		20.90		20.23	030.00	33.00	223.00			31.73	1,000.00		1,301.30	
08/02/23										225.00			69.00		Any special notes in regards to expenses, please annotate	294.00	
															Please attach a separate itemized		
08/03/23		1													receipt for each expense claimed for		
00/00/20															reimbursement, to include pre-paid		
							-			225.00			69.00		expenses	294.00	
	Training Conf	1	Home Gallatin												Please attach Mileage maps if claiming mileage reimbursement; Total miles		
08/04/23	Daytona Beach	10:00am	Gallatill	3:30pm											must match EXACTLY the mileage total		
	Volusia		Sumner		28.90		20.23		35.00				51.75		on map	106.98	
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	Place Left	Time	Place Arrived	Time			Transportat	ion			Subsi	stence			Other Expenses (Itemized)	
l	City	Left	City	Arrived	Total	Commute	Mileage	Airline/	Taxi/		Cubsi	Storioc		Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	County	ΔM/PM	Miles	Miles	Amount	Other	Limo	Lodging	Breakfast	Lunch	Dinner	Other	Explanation	Total
Date	County	/IVI/I IVI	County	/XIVI/I IVI	WIIICS	IVIIICS	Amount	Otrici	LIIIO	Louging	Dicarias	Lunch	Dillilo	Otrici	Explanation	rotai
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	City	Left	City	Arrived	Total	Commute	Mileage	Airline/	Taxi/		Jubsi	Sterice		Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	County	AM/PM	Miles	Miles	Amount	Other	Limo	Lodaina	Breakfas	Lunch	Dinner	Other	Explanation	Total
Date	County	/ TIVI/I IVI	County	AIVI/I IVI	WINGS	IVIIICS	Amount	Otrici	LIIIIO	Louging	Dicarias	Lunch	Dillici	Otrici	Explanation	Total
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	Place Left	Time	Place Arrived	Time Transportation						1	Subsi	stence			Other Expenses (Itemized)	
ĺ	City	Left	City	Arrived	Total	Commute	Mileage	Airline/	Taxi/					Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	County	AM/PM	Miles	Miles	Amount	Other	Limo	Lodaina	Breakfast	Lunch	Dinner	Other	Explanation	Total
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	Place Left	Time	Place Arrived	Time	Time Transportation						Subsi	stence			Other Expenses (Itemized)	
	City	Left	City	Arrived	Total	Commute	Mileage	Airline/	Taxi/		0 4 20			Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	City County	AM/PM	Miles	Commute Miles	Amount	Other	Limo	Lodaina	Breakfast	Lunch	Dinner	Other	Explanation	Total
Bato	- County	7 (101/) 101	o o ay	7 (101/1 101	Williou	IVIIIOO	7 tillount	Outlot	Liiiio	Louging	Broaktaot	Larion	Billion	Otrioi	Едрапалоп	rotai
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	Place Left	Time	Place Arrived	Time	1		Transportat	ion			Subsi	stence			Other Expenses (Itemized)	
	City	Left	City	Arrived	Total	Commuta	Mileage	Airline/	Taxi/		Cubsi	Sterioe		Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	County	AM/DM	Milos	Commute Miles	Amount	Other	Limo	Lodging	Breakfast	Lunch	Dinner	Other	Explanation	Total
Dale	County	AIVI/FIVI	County	AIVI/FIVI	Willes	IVIIIES	Amount	Other	LIIIO	Louging	DIEdkiasi	Lulicii	Dillilei	Other	Explanation	TOTAL
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Page Seven

	Place Left	Time	Place Arrived	Time Transportation Arrived Total Commute Mileage Airline/ Taxi/ AM/PM Miles Miles Amount Other Limo L						Ι	Subsi	stence			Other Expenses (Itemized)	
	City	Left	City	Arrived	Total	Commute	Mileage	Airline/	Taxi/					Registration/	Attached Receipts, Parking, Internet, etc.	
Date	County	AM/PM	County	AM/PM	Miles	Commute Miles	Amount	Other	Limo	Lodaina	Breakfast	Lunch	Dinner	Other	Explanation	Total
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