

OR
 Bill TBR**: ____ Yes ____ No (110014-16551)
 **Please complete Non-Student Billing Request Form and Attach to Travel Claim for TBR Billing.

Mileage Rate (Effective 1/1/2025)	\$0.700
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**My Initial
box placed
here**

Check if you have deducted commuting miles, if appropriate. Attach copy of Google Map printout to report.

Complete Name/Home Address				Official Station		I certify this claim is true and correct				Brett Stoller's Signature						
Name:	Name of Traveler			VSCC Gallatin		X		Signature #1				Approved:: VP Business and Finance, Date				
Banner ID Number:	V Number			VSCC Cookeville				Signature, Date				President's Signature (if neccessary)				
Address:	Home Address			VSCC Livingston				Signature #2				Approved: President, Date				
				VSCC Springfield				Approved: Supervisor/Dean, Date								
								Signature #3								
				Other				Approved: Vice President-Division, Date								
Explanation of Travel (http://www.volstate.edu/Policies/Documents/Business-Finance/IV-01-01-General-Travel.pdf)										Report Totals				2,676.96		
Brief explanation of travel; Do not leave blank.										Less Temporary Travel Advance						
										Less Prepaid Travel Expenses				1,650.00		
										(Prepaid expenses include Check/Procard, Airfare, Hotel, Registration, etc.)						
										Amount Due Claimant				1,026.96		
										Amount Due VSCC				-		
THIS CLAIM MUST BE PREPARED IN ACCORDANCE WITH STATE OF TENNESSEE TRAVEL REGULATIONS. ATTACH ORIGINAL RECEIPTS.																
Date	Place Left City County	Time Left AM/PM	Place Arrived City County	Time Arrived AM/PM	Transportation				Subsistence				Registration/ Other	Other Expenses (Itemized)	Total	
					Total Miles	Commute Miles	Mileage Amount	Airline	Taxi/ Rideshare	Lodging	Breakfast	Lunch		Dinner		Attached Receipts, Parking, Internet, etc. Explanation
08/01/23	Home	4:30am	Training Conf	12:00pm	28.90		20.23	650.00	35.00	225.00			51.75	1,000.00	Airfare & \$1000.00 registration fee pre-paid by Procard. Itemized receipts attached	1,981.98
	Gallatin		Daytona Beach													
	Sumner		Volusia													
08/02/23							-			225.00			69.00		Any special notes in regards to expenses, please annotate	294.00
08/03/23							-			225.00			69.00		Please attach a separate itemized receipt for each expense claimed for reimbursement, to include pre-paid expenses	294.00
08/04/23	Training Conf	10:00am	Home	3:30pm	28.90		20.23		35.00						Please attach Mileage maps if claiming mileage reimbursement; Total miles must match EXACTLY the mileage total on map	106.98
	Daytona Beach		Gallatin													
	Volusia		Sumner													
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