NAME_____________________________

CARLETON COLLEGE
PROFESSIONAL DEVELOPMENT ACCOUNT EXPENSE REPORT

- Please account for all monies advanced to you from your PDA.
- Submit just once per year by June 15 to Susan Benson in the Business Office.
- Submit original receipts.
- IRS accepts per diem allowance for meals and incidental expenses at various rates depending upon locality of travel.

**TRAVEL CHARGED AT CARLSON TRAVEL NETWORK/NORTHFIELD TRAVEL**

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<tr>
<th>Date</th>
<th>Purpose &amp; Location</th>
<th>Amount</th>
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**OTHER TRAVEL:**

Date_______________ Purpose and location of trip_________________________________________

Hotel_______________________________
Melns_______________________________
Transportation______________________ Registration_______________________________
Materials__________________________ Other___________________________________________

Total spent_________________________________

Date_______________ Purpose and location of trip_________________________________________

Hotel_______________________________
Melns_______________________________
Transportation______________________ Registration_______________________________
Materials__________________________ Other___________________________________________

Total spent_________________________________

**NON-TRAVEL EXPENSE (research materials, equipment, dues, duplicating)**

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<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>DESCRIPTION/PURPOSE</th>
<th>AMOUNT</th>
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