

# TRAVEL WORKSHEET

NAME: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

ACCOUNT NUMBER/S TO CHARGE \_\_\_\_\_  
 \_\_\_\_\_

FACULTY APPROVAL \_\_\_\_\_

PURPOSE OF TRIP:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Leave Date: \_\_\_\_\_ Leave Time: \_\_\_\_\_ AM PM

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ AM PM

Per Diem: YES NO

MEALS            6001            6010            6019  
                   \$25.00            \$32.00            FEDERAL RATE

Depart/Return Date	6:30/11:00 Breakfast	11:00/1:30 Lunch	5:15/8:30 Dinner	Total
				-
				-
				-
				-
				-
				-
				\$ -

Comments or special consideration  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LODGING Date	6003 Room Cost	6012 Tax	6020 Tax	Total
				-
				-
				-
				-
				\$ -

TRANSPORTATION	6004 Mileage	6013 Rate	6021 Total
To Airport		0.505	\$ -
Personal			

List of room occupants:

Airfare  
 6006    6015    6022    \_\_\_\_\_

OTHER EXPENSES Date	Description	6008	6017	6024 Amount
				\$ -

Registration  
 6009    6018    6025    \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_  
 (required)

Reimbursement Total            \$            -