

Physics Department Travel Expense Worksheet

(please complete any relevant shaded areas on the form)

Name	
Destination	
Trip Purpose	
Departure Date	
Return Date	

Account/Funding Source(s)

(if number is not known; give description and Business Office will complete)

			Paid via P-card? (X)
Airfare			
Conference Registration			
Other Transportation		Type 	
Taxis/Shuttles			
Rental Car			
Gas			
Tolls			
Lodging			
Airport Parking			
# of days, meals per diem*		Any meals <u>not</u> to reimburse?	

*Business Office will find given rate for the destination city, and amount calculated will be based on times for the actual travel days.

What else should we know about your trip expense request?

REMINDERS:

- *All expenses need to show proof of the method of payment used, or a credit card/bank statement showing charge.
- *Please indicate above and to right, whether any expenses had already been paid via p-card.
- *Please indicate if any part of the total travel expense is funded by other sources.

PLEASE SUBMIT THIS SUMMARY WORKSHEET ALONG WITH EXPENSE DOCUMENTATION TO AMY BAI
 IN THE BUSINESS OFFICE, ROOM 236. THIS SHEET WILL BE USED TO CREATE A TRAVEL EXPENSE REPORT
 THAT YOU WILL BE CONTACTED TO EITHER SIGN OR APPROVE ELECTRONICALLY IN UACCESS. THANK YOU!