

TRAVEL EXPENSE WORKSHEET - to be completed after the trip

ATTENTION:

Please make sure all receipts state that a payment was made or the last four digits of the credit card number ** If this is not available, a bank statement will work as well ** If expense is in foreign currency please include the credit card statement to receive exact amount, otherwise the exact amount that was charged cannot be guaranteed to be reimbursedIn case of a lost receipt, please provide a statement including amount and date**

PLEASE BRING THIS FORM AND ALL TRAVEL RELATED PAPERWORK TO THE MAIN OFFICE, PAS ROOM 232

TRAVELER NAME: _____ EID: _____

PURPOSE OF TRIP: _____

Conference Dates: _____ Meeting Dates: _____

DESTINATION: _____ ACCOUNT # _____

DEPARTURE DATE: _____ city, country _____ TIME: _____ charge expenses to _____

RETURN DATE: _____ TIME: _____

After the Trip - Expenses - Please indicate if paid on P-card

REGISTRATION: _____

AIRFARE: _____ PRIVATE CAR* & O/D READINGS: _____

RENTAL CAR*: _____ ** if rental car is required, please include a business need* **personal vehicles taken out of out of state will require justification*

PARKING: _____ BUSES: _____

GAS: _____ TRAINS: _____

TOLLS: _____ TAXIS: _____

LODGING: _____ BUSINESS CALLS: _____

INTERNET: _____ OTHER: _____

MEALS/Per diem: _____ # of days: _____

(If partial per diem is requested please indicate dates)

link for MPD allowance <http://www.fso.arizona.edu/fso/deptman/14/1471lodg.html>

Total Reimbursement Requested ***

Actual reimbursement vary depending upon University policies and allowable expenses

PERSONAL DAYS: _____

International travel allows 2 tavel days out and 2 travel days for return trip

Advance (if applicable)

~If trip includes collaborative research days, please include a brief statement - (who, what, why, etc.)~

Other Expense or notes: (if lodging accommodations or other considerate are being paid for by a hosting entity please indicate)

SIGNATURE _____ DATE: _____

Thank you for taking the time to complete this form.