

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			<input style="width: 50px; height: 20px;" type="checkbox"/>
Conference Registration			<input style="width: 50px; height: 20px;" type="checkbox"/>
Other Transportation		Type 	<input style="width: 50px; height: 20px;" type="checkbox"/>
Taxis/Shuttles#			<input style="width: 50px; height: 20px;" type="checkbox"/>
Rental Car			<input style="width: 50px; height: 20px;" type="checkbox"/>
Gas			<input style="width: 50px; height: 20px;" type="checkbox"/>
Tolls			<input style="width: 50px; height: 20px;" type="checkbox"/>
Lodging			<input style="width: 50px; height: 20px;" type="checkbox"/>
Airport Parking			<input style="width: 50px; height: 20px;" type="checkbox"/>
# of days, meals per diem*		Any meals <u>not</u> to reimburse?	

*Business Office will find given rate for the destination city; also, 75% of daily rate is reimbursed on the actual travel days (for example, if city's daily rate is \$54, then \$40.50 is reimbursed on actual travel day).

#Please note, gratuities for Uber/Lyft and other shuttle services or taxis is limited to 15%.

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!