DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET

Submit completed form along with all **original** receipts to your travel processor *PLEASE NOTE THAT SCANNED DOCUMENTS OF ANY KIND CANNOT BE ACCEPTED*

ame: Date:				
Address:				
	U.S. Citizen: Yes No			
Phone:	City of Residence:			
E-mail Address:	Home Campus:			
Account to be charged:				
Purpose of Travel:				
Initial Departure Location:				
Destination:				
Initial Departure Date:F	Return Date:			
Initial Departure Time: F	Return Time:			
Did you obtain a Travel Advance for this tri	ip? No Yes Amount: \$			
Was there any personal time during this trip? N	No Yes From:To:			
MEALS AND INCIDENTAL EXPENSES (LIST	Γ ACTUAL EXPENSES ON PAGE 2)			
Actual amount spent on meals listed on daily lo	og. You may claim up to \$62 per day. Total \$			
There is no per diem for Domestic (See pag	ge 2 for daily log.)			
LODGING				
Did you share a room? Yes No	If so, with whom?			
Number of nights:Rate: \$	Tax: \$Other: \$			
Number of nights:Rate: \$	Tax: \$Other: \$			
Number of nights:Rate: \$	Tax: \$Other: \$			
TRANSPORTATION				
Airfare: \$ RT Paid for by:	Credit Card Charged to Department			
Private Car Mileage: License Plate #	#: Check here to confirm your liability insurance			
	icle Gasoline: \$UC Vehicle: Yes No			
Taxi: \$ Bus: \$ Trai				
MISCELLANEOUS				
Registration: \$Tele/Internet: \$	Parking: \$Other (explain): \$			
Comments:				
SIGNATURES				
I certify that the above is a true statement, that the expenses claimed were inc by me on official University business on the dates shown, and that I have atte original receipts for each expense of \$75 or more, as required by University po	tached			
TRAVELER SIGNATURE DATE	PRINT NAME AND TITLE			

MEALS AND INCIDENTALS

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals. Please keep in mind that the allowed Maximum is \$62.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

ACTUAL EXPENDITURES AS REQUIRED BY G-28 Travel Regulations:

- Subsistence Expenses (starts page 25)
- Reporting Travel Expenses (starts page 41)

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total