

## TRAVEL EXPENSE DETAILS/WORKSHEET

Name: \_\_\_\_\_ V# \_\_\_\_\_ Today's Date: \_\_\_\_\_

Additional Travelers: \_\_\_\_\_

Destination: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Leave Time: \_\_\_\_\_ (AM/PM)

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ (AM/PM)

Purpose of trip: \_\_\_\_\_

Trip ID # \_\_\_\_\_

Actual expenses	Your Out of Pocket	UI P-card
Private vehicle miles enter miles only		
Airfare		
Lodging		
Per diem		
Taxi/Bus/Shuttle		
Parking		
Rental car		
Gasoline for rental cars		
Registration		
Data line charges		
Express mail		
Educational supplies bought during trip		
Field supplies bought during trip		
Telephone/Fax		
Gasoline for UI vehicles (motorpool license # required)		
Other (explain)		

Budgets to be charged:

(with percentages if \_\_\_\_\_  
More than one) \_\_\_\_\_

Total Amount Claimed: \$ \_\_\_\_\_

Less Travel Advance: \$ \_\_\_\_\_

Amount Due You: \$ \_\_\_\_\_

or

Amount Due UI: \$ \_\_\_\_\_

*I certify that the above amounts are correct, that amounts claimed were incurred for University business purposes, and that no part of the claim has been reimbursed to me or paid by the University or a third party.*

\_\_\_\_\_  
Signature of Traveler

### ATTACH ALL REQUIRED RECEIPTS.

Lodging

Original itemized receipts are required. Rate should be **single** rate, if rate is for two people explanation is necessary. Explanation should include name of second person and if he/she is a University of Idaho employee and what function they are fulfilling.

Registration

Original itemized receipt is required. Per diem should not be claimed for meals that are included in registration fee.

Private Vehicle: 55.5 cents per mile (as of 7/1/2012)

### Comments:

**TRAVEL EXPENSE LOG SHEET**  
(please complete)

Date	Departure/ Return Time	Place From	Place To	Private Vehicle Miles	Lodging (\$)	Meals (\$)
<b>Totals</b>						

Meal Allowances: Use in-state per diem if not staying overnight out of state.

	In-State	Out-of-State	Departure Times	Arrival Times
Breakfast	11.25	12.75	7:00 a.m. and after – no breakfast	8:00 a.m. and before – no per diem
Lunch	15.75	17.85	11:00 a.m. and after – no lunch	2:00 p.m. and before – no lunch
Dinner	24.75	28.05	5:00 p.m. and after – no per diem	7:00 p.m. and before – no dinner
	<b>\$45 max</b>	<b>\$51 max</b>	<b>To claim a full day, you must leave prior to 7am and return after 7pm.</b>	

Per diem rate may vary depending on area      **ATTACH ALL REQUIRED RECEIPTS.**