TRAVEL CLAIM EXPENSE FORM

		Wor	rksheet and Log			
Name: V#:			TRPA#: Today's	Today's Date:		
Additional Travelers:						
Destination:						
Leave Date:			Leave Time:	_(HH:MM 24hr time)		
Return Date:			Return Time:	(HH:MM 24hr time)		
Actual Expenses	Your Out- of-Pocket	UI P-card	Indexes to be charged: (with percentages if more than one)		
Private vehicle mileage		X				
Airfare						
Lodging						
Per Diem		X	TRPA Has Cash Advance?	yes no		
Taxi/Bus/Shuttle						
Parking			Total OOP Amount Claimed	: \$		
Rental Car						
Fuel for Rental Car			Subtract Cash Advance:	-\$		
Registration						
Fuel for UI Vehicle (add motor pool license# in comments)			Amount Due You: or	\$		
Other Travel Expenses (Baggage fees, etc. Please explain in comments)			Amount Due UI:	\$		
Totals:			I certify that the Per Diem claimed			
			related to the conduct of University not considered taxable income.	v business and, therefore, is		

Click to update calculations:

Signature of Traveler

ATTACH ALL REQUIRED RECEIPTS.

Lodging

Original itemized receipts are required. Rate should be single rate. If rate is for two people, the other traveler's name, relation to the university, and function on the trip are required

Registration

Original itemized receipt is required. Do not claim per diem for meals that are included in the registration fee. Per diem rates are listed on the second page of this form.

COMMENTS:

TRAVEL EXPENSE LOG SHEET (Please also complete the Travel Expense Worksheet on the first page)

Date	Departure/ Return Time	Place From	Place To	Private Auto Miles	Lodging (\$)	Meals (\$)
			TOTALS			
	Private V	vehicle: \$.67 per mile	(as of 02/01/2024)			

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

	In-State	Out-of-State	Departure Times	Arrival Times	
Breakfast	8.00	Federal Rate	7:00 and after – no	8:00 and before –	
			breakfast	no per diem	
Lunch	18.00	Federal Rate	11:00 and after – no	2:00 and before –	
			lunch	no lunch	
Dinner	29.00	Federal Rate	17:00 and after – no per	19:00 and before –	
			diem	no dinner	
	\$55.00 max	https://www.gsa.gov.travel.plan-	To claim a full day you must leave prior to		
		book/per-diem-rates	7 am and return after 7 pm		

ATTACH ALL REQUIRED RECEIPTS