

TRAVEL CLAIM EXPENSE FORM

Worksheet and Log

Name: _____ V#: _____ TRPA#: _____ Today's Date: _____

Additional Travelers: _____

Destination: _____

Leave Date: _____ Leave Time: _____ (HH:MM 24hr time)

Return Date: _____ Return Time: _____ (HH:MM 24hr time)

Purpose of Trip: _____

Actual Expenses	Your Out-of-Pocket	UI P-card
Private vehicle mileage		X
Airfare		
Lodging		
Per Diem		X
Taxi/Bus/Shuttle		
Parking		
Rental Car		
Fuel for Rental Car		
Registration		
Fuel for UI Vehicle (add motor pool license# in comments)		
Other Travel Expenses (Baggage fees, etc. Please explain in comments)		
Totals:		

Indexes to be charged: _____
(with percentages if more than one) _____

TRPA Has Cash Advance? yes no

Total OOP Amount Claimed: \$ _____

Subtract Cash Advance: - \$ _____

Amount Due You: \$ _____
or

Amount Due UI: \$ _____

I certify that the Per Diem claimed is necessary and directly related to the conduct of University business and, therefore, is not considered taxable income.

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)

[illegible]

Private Vehicle: \$0.70 per mile (as of 02/01/2025)

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

	In-State	Out-of-State	Departure Times	Arrival Times
Breakfast	8.70	Federal Rate	7:00 and after – no breakfast	8:00 and before – no per diem
Lunch	19.14	Federal Rate	11:00 and after – no lunch	14:00 and before – no lunch
Dinner	30.16	Federal Rate	17:00 and after – no per diem	19:00 and before – no dinner
	\$58.00 max	https://www.gsa.gov/travel/plan-book/per-diem-rates	To claim a full day you must leave prior to 7 am and return after 7 pm	

ATTACH ALL REQUIRED RECEIPTS