

**TRAVEL EXPENSE DETAILS/WORKSHEET**

Name: \_\_\_\_\_ V# \_\_\_\_\_ TA# \_\_\_\_\_

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

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

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

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

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

<b>Actual expenses</b>	<b>Your Out of Pocket</b>	<b>UI P-card</b>
Private vehicle miles		
Airfare		
Lodging		
Per diem		
Tax/Bus/Shuttle		
Parking		
Rental car		
Gasoline for rental cars		
Registration		
Gasoline for UI vehicles (Motor Pool license # required)		
Other travel expenses (Please explain e.g. baggage fee)		

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

**Signature of Traveler**

**Today's Date**

**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: 53.5 cents per mile (as of 1/1/2018)

Per Diem rates are on the back of this sheet.

**Comments:**

