

# TRAVEL REQUEST & EXPENSE WORKSHEET

Use for both Authorization and Claim Requests (Required prior to travel fields in **Green**)

<b>Name:</b> _____	<b>Vandal ID#:</b> _____
<b>Dates of Travel:</b> _____	<b>Destination:</b> _____
<b>Budget(s):</b> _____	<b>Estimated Cost:</b> _____
<b>Reason for Travel:</b> _____	
Class notified via <input type="checkbox"/> Email <input type="checkbox"/> In-Class <input type="checkbox"/> Class(es) <input type="checkbox"/> Cancelled <input type="checkbox"/> Covered by: _____	
Travel Advance Requested? Yes <input type="checkbox"/> or No <input type="checkbox"/> Amount Requested: \$ _____	

### Common Destinations

(Reimbursed at \$0.555/mile)	One-Way	Round-Trip
Moscow to Bayview	85	170
Moscow to Boise	303	606
Moscow to Coeur d' Alene	85	170
Moscow to Lewiston	35	70
Moscow to Pullman Airport	8	16
Moscow to Seattle	300	600
Moscow to Spokane	90	180

### Per Diem Allowances and Limitations

<i>Meal Allowances</i>	In-State	Out-of-State
Breakfast	\$7.50	\$11.50
Lunch	\$10.50	\$16.10
Dinner	\$16.50	\$25.30
<b>Maximum per-day</b>	<b>\$30.00</b>	<b>\$46.00</b>

<i>Departure Time Limitation</i>	<i>Return Time Limitations</i>
No Breakfast 7:00 am or later	8:00 am or before, no per diem
No Lunch 11:00 am or later	2:00 pm or before, no lunch
No Dinner 5:00 pm or later	7:00 pm or before, no dinner

**\*Entertainment While Traveling? Yes  No  \*Alcohol Purchases? Yes  No**

(If Yes to Entertainment or Traveling, please note purpose, how it relates to UI Business, and participants in comments below.)

**\* Attach a list of itemized expenses, & identify which meals, (if any), were provided to you.**

<b>Required Pre-Travel Authorization Information</b>	
<b>Departure Date:</b>	
<b>Departure Time:</b>	
<b>Departure Location:</b>	
<b>Destination:</b>	
<b>Return Date:</b>	
<b>Return Time:</b>	
<b>Return Location:</b>	
<b>Miles Claimed:</b>	
<b>Comments:</b>	

<b>Travel Expense Claim Worksheet Required upon Return from Trip</b>			
Description	PCard? ✓ if yes	Estimated Expense	Actual Expense
Airfare			\$
Lodging			\$
Registration			\$
Per Diem			\$
Mileage			\$
Rental Car			\$
Taxi/Shuttle			\$
Parking			\$
Other			\$
<b>Total Expenses</b>		<b>\$</b>	<b>\$</b>