

TRAVEL REQUEST & EXPENSE WORKSHEET

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

Name: _____ **Vandal ID#:** _____

Dates of Travel: _____ **Destination:** _____

Budget(s): _____ **Estimated Cost:** _____

Reason for Travel: _____

Class notified via Email In-Class Class(es) Cancelled Covered by: _____

Travel Advance Requested? Yes or No Amount Requested: \$ _____

Common Destinations

(Reimbursed at \$0.54/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	\$11.25	\$12.75
Lunch	\$15.75	\$17.85
Dinner	\$24.75	\$28.05
Maximum per-day	\$45.00	\$51.00

<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.**

Required Pre-Travel Authorization Information

Departure Date:	
Departure Time:	
Departure Location:	
Destination:	
Return Date:	
Return Time:	
Return Location:	
Miles Claimed:	

Travel Expense Claim Worksheet Required upon Return from Trip

Description	PCard? ✓ if yes	Estimated Expense	Actual Expense
Airfare			\$
Lodging			\$
Registration			\$
Per Diem			\$
Mileage			\$
Rental Car			\$
Taxi/Shuttle			\$
Parking			\$
Other			\$
Total Expenses		\$	\$

Comments: