

TRAVEL WORKSHEET

You are responsible for providing complete records to receive reimbursement

ER# _____

A traveler is considered in travel status when he/she is away from the official workstation for 3 or more hours in excess of the regularly scheduled work day and the destination is more than 50 miles away (one way, most direct route).

Date: _____ Traveler: _____ Title: _____ Email: _____

Cell #: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Budget Name: _____ Budget Number: _____ Authorization (PI Signature): _____

Purpose of trip (if funded by grant or contract, what is benefit to budget? *Please include name, dates, and destination*)

IMPORTANT: BE SURE TO PRINT A DETAILED REGISTRATION RECORD AT THE TIME YOU REGISTER FOR A CONFERENCE

PRE-TRAVEL ITEMS NEEDED

Airfare Ticket Price: \$ _____ Your name as it appears on ID (**MUST MATCH**) _____ **DOB:** _____

Attach printed itinerary from airline website.

NOTE: For Non-UW guests please contact Josie Hazen at (800) 621-2662, (206) 364-0100 or email josie@lakecitytravel.com to reserve airfare

Per Diem Advance (minimum 10 day notice required, minimum \$300. Must be on UW Payroll) Amount of Per Diem advance: \$ _____

ONCE YOUR TRAVEL IS COMPLETE, FILL IN DAILY INFORMATION BELOW:

Receipts for airfare, lodging, rental car, laundry, misc. expense over \$75 and meals purchased by others MUST be included with this reimbursement form. No receipts required for personal meals.

Date mm/dd/yy	Location From	Location To	Time Travel Status Began	Time Travel Status Ended	Check box if conference hotel		Lodging Amount	Mark 'X' to claim meals and 'P' for meals provided			Point to Point Mileage**	Vicinity Miles**
					<input type="checkbox"/>	Lodging Name		Brkfast	Lunch	Dinner		

Other Expenses for Reimbursement:

Expense	Amount	Expense	Amount & Date	Other/Misc. Expense	Amount & Date
Airfare		Taxi/Shuttle			
Registration (include details of items purchased)		Rental Car			
		Ferry			
		Parking			

****If driving your personal vehicle, please include a MAPQUEST printout or a UW mileage sheet. Include a mileage log for vicinity miles.**