

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: _____

Actual expenses	Your Out of Pocket	UI P-card
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:

TRAVEL EXPENSE LOG SHEET
 (travel expense worksheet on reverse side, please complete)

Date	Departure/ Return Time	Place From	Place To	Private Auto miles	Lodging (\$)	Meals (\$)
Totals						

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

	In-State	Out-of-State	Departure Times	Arrival Times
Breakfast	11.25	13.75	7:00 a.m. and after – no breakfast	8:00 a.m. and before – no per diem
Lunch	15.75	19.25	11:00 a.m. and after – no lunch	2:00 p.m. and before – no lunch
Dinner	24.75	30.25	5:00 p.m. and after – no per diem	7:00 p.m. and before – no dinner
	\$45 max	\$55 max	To claim a full day, you must leave prior to 7am and return after 7pm.	

Private Vehicle: .535 cents per mile (as of 1/1/2018)

ATTACH ALL REQUIRED RECEIPTS.

PLEASE COMPLETE FRONT SIDE OF SHEET →