

## 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: 0.58 cents per mile (as of 2/19/2019)

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 (\$)
<b>Totals</b>						

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

	In-State	Out-of-State	Departure Times	Arrival Times
Breakfast	7.00	Varies by location	7:00 a.m. and after – no breakfast	8:00 a.m. and before – no per diem
Lunch	16.00		11:00 a.m. and after – no lunch	2:00 p.m. and before – no lunch
Dinner	26.00	Visit <a href="https://www.gsa.gov">https:// www.gsa.gov</a> for rates.	5:00 p.m. and after – no per diem	7:00 p.m. and before – no dinner
	<b>\$49 max</b>		<b>To claim a full day, you must leave prior to 7am and return after 7pm.</b>	

Private Vehicle: .58 cents per mile (as of 2/19/2019)

**ATTACH ALL REQUIRED RECEIPTS.**