

University of Idaho
CR Travel Expense Report Request

Traveler's Name: _____

Pre-Approval Report Name: _____

Report Type: Individual Student Group

Will this be your final trip: Yes No

Business Purpose: _____

Index(es): _____ (%) _____
 _____ (%) _____

Have all receipts been uploaded to your E-Wallet: Yes No

Cash Advance Amount: \$ _____

ACTUAL EXPENSES

Departure Location: _____ Departure Time: _____

Arrival Location: _____ Arrival Time: _____

Air Class: _____ Airline: _____ Airfare: \$ _____

Hotel Name: _____ Lodging: \$ _____

Check-In Date: _____ Check-Out Date: _____

of Mileage _____ x .535/mi. Mileage: \$ _____

Registration: \$ _____ Parking: \$ _____

Car Rental: \$ _____ Other: \$ _____

Gas: \$ _____ \$ _____

Total Expenses: \$ _____

Comments:

NOTE: Be sure to include a rental car justification, indicate which meals need to be removed, and/or add anything out of ordinary in the comments.