

# Travel Expense Claim Worksheet for Trip ID# \_\_\_\_\_

Please complete in full. Checks will be sent to your address on file with Accounts Payable or directly deposited if you have signed up for Travel Direct Deposit (via VandalWeb). See ORED Finance Unit Staff for help in checking or updating your Accounts Payable address.

## Traveler, Dates, Comments, and Budget Information

Traveler: \_\_\_\_\_ Form Date \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Budget:	% split or \$ amount:	Explanation/Comments:

**Please List All Trip Expenditures and Attach Original Detailed Receipts.**

If applicable, please also attach mileage printout from [www.mapquest.com](http://www.mapquest.com) and/or signed personal mileage log.

Trip Date	Per Diem ✓ for each meal claimed			Private Vehicle Miles Claimed*		Expenses	Personal Funds	YOUR UI PCard Charges	UI PCard Charges Other Cardholder**	
	Breakfast	Lunch	Dinner	Location From and To	Miles					
						Lodging				
						Phone/Fax				
						Rental car				
						Fuel for rental car				
						Air fare				
						Registration				
						Parking				
						Taxi(public trans)				
						Via <del>air</del> &				
						Baggage				
						Other				
<b>TOTAL</b>							\$	\$	\$	
<b>TOTAL MILES THIS CLAIM</b>										
<b>**Name of other UI Purchasing Card Holder:</b>										

\* Mileage must be documented. Please indicate your documentation method by choosing one or more of the following:

- [www.mapquest.com](http://www.mapquest.com)
- The State of Idaho Mileage Chart
- detailed personal mileage log on form available from the UROED web site

Reimbursement for personal vehicle mileage is based on the UI rate in effect on date of travel.