

Travel Expense Claim Worksheet

Please complete it 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). Email ored-fiscalops@uidaho.edu for help.

Traveler, Dates, Comments, and Index Information

Traveler: _____ Form Date _____

Departure Date: _____ Departure Time: _____ AM PM
Include dates for the whole trip, both personal and business days.

Return Date: _____ Return Time: _____ AM PM

Personal Travel Taken Personal Travel Dates and Time. _____ to _____

Destination and purpose: _____

	Index	% split or \$ amount:

Please list all trip expenditures and attach detailed receipts.
 Mileage will be determined by using [Google Maps](https://www.google.com/maps) in Chrome River.

Trip Date	Per diem ✓ for each meal claimed			Private Vehicle Miles Claimed If requesting mileage write the locations, otherwise leave blank.	Expenses	Personal Funds	YOUR UI PCard Charges	UI PCard Charges to Other Cardholder
	B	L	D					
Example 9/23	✓	✓		<i>example: Moscow to Spokane Airport</i>	Lodging			
					Phone			
					Rental Car			
					Fuel for rental car			
					Air Fare			
					Registration			
					Parking			
					Taxi (public trans)			
					Travel Agency			
					Baggage			
					Other			
					Total	\$	\$	\$
					Name of other UI Purchasing Card Holder:			

• Click [here](#) for per diem rates and [here](#) for the mileage rate.

- Per diem will be automatically calculated based on your departure, arrival times, and destination.
- Please exclude any meals that were provided for you as part of the conference or travel.