TRAVEL REQUEST & EXPENSE WORKSHEET
Use for both Authorization and Claim Requests (Required prior to travel fields in Green)

Name: _____ **Vandal ID#:** _____

Dates of Travel: _____ **Destination:** _____

Budget(s): _____ **Estimated Cost:** _____

Reason for Travel: _____

Class notified via ☐ **Email** ☐ **In-Class** ☐ **Class(es)** ☐ **Cancelled** ☐ **Covered by:** _____

Travel Advance Requested? Yes ☐ **or No** ☐ **Amount Requested: $**_____

Common Destinations

(Reimbursed at $0.67/mile)	One-Way	Round-Trip
Moscow to Bayview	85	170
Moscow to Boise	303	606
Moscow to Lewiston	35	70
Moscow to Pullman Airport	8	16
Moscow to Seattle	300	600
Moscow to Spokane Airport	90	180

Per Diem Allowances and Limitations

Meal Allowances	In-State	Out-of-State
Breakfast	$13.75	$13.00
Lunch	$19.25	$15.00
Dinner	$30.25	$26.00
Maximum per-day	$55.00	$59.00

Departure Time Limitation	Return Time Limitations
No Breakfast 7:00 am or later	8:00 am or before, no per diem
No Lunch 11:00 am or later	2:00 pm or before, no lunch
No Dinner 5:00 pm or later	7:00 pm or before, no dinner

*Entertainment While Traveling?   Yes ☐ **No** ☐ ***Alcohol Purchases?   Yes** ☐ **No** ☐

(If Yes to Entertainment or Traveling, please note purpose, how it relates to UI Business, and participants in comments below.)

* Attach a list of itemized expenses, & identify which meals, (if any), were provided to you.

Required Pre-Travel Authorization Information	
Departure Date:	
Departure Time:	
Departure Location:	
Destination:	
Return Date:	
Return Time:	
Return Location:	
Miles Claimed:	

Travel Expense Claim Worksheet — Required upon Return from Trip			
Description	**PCard?** ✓ if yes	**Estimated Expense**	**Actual Expense**
Airfare			$
Lodging			$
Registration			$
Per Diem			$
Mileage			$
Rental Car			$
Taxi/Shuttle			$
Parking			$
Other			$
Total Expenses		$	$

Comments:

Reset Form