

**TRAVEL CLAIM EXPENSE FORM**

**Worksheet and Log**

Name: \_\_\_\_\_ V#: \_\_\_\_\_ TRPA#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Additional Travelers: \_\_\_\_\_

Destination: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Leave Time: \_\_\_\_\_ (HH:MM 24hr time)

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ (HH:MM 24hr time)

Purpose of Trip: \_\_\_\_\_

Actual Expenses	Your Out-of-Pocket	UI P-card
Private vehicle <b>mileage</b>		X
Airfare		
Lodging		
Per Diem		X
Taxi/Bus/Shuttle		
Parking		
Rental Car		
Fuel for Rental Car		
Registration		
Fuel for UI Vehicle (add motor pool license# in comments)		
Other Travel Expenses (Baggage fees, etc. Please explain in comments)		
<b>Totals:</b>		

Indexes to be charged: \_\_\_\_\_  
(with percentages if more than one) \_\_\_\_\_

TRPA Has Cash Advance?                      yes                      no

Total OOP Amount Claimed:              \$ \_\_\_\_\_

Subtract Cash 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.*

Click to update calculations:

\_\_\_\_\_  
**Signature of Traveler**

**ATTACH ALL REQUIRED RECEIPTS.**

Lodging

Original itemized receipts are required. Rate should be single rate. If rate is for two people, the other traveler's name, relation to the university, and function on the trip are required

Registration

Original itemized receipt is required. Do not claim per diem for meals that are included in the registration fee. Per diem rates are listed on the second page of this form.

**COMMENTS:**

