University of Idaho Pre-Approval Travel Expense Worksheet

P-Approval Report Title: Travel Dates: Report Type: Individual Student Group Type of Travel: In-State Out-of-State Out-of-State Same Day Business Purpose: Index(es): (%) (%)	veler's Name & '	V Number:					
Report Type: Individual Student Group Type of Travel: In-State -Out-of-State -Out-of-Country In-State Same Day Out-of-State Same Day Business Purpose: (%) (%)	-Approval Repo	rt Title:					
Type of Travel: In-State	Travel Dates:				_		
Business Purpose: Index(es):	Report Type:	□ Individual	□ Stude	ent Group			
Index(es):	Type of Travel:						у
(%) Will a Pcard be used:	Business Purpo	ose:					
Will a Pcard be used:	Index(es):						
Departure Location: Arrival Location: Airfare: \$ Lodging: \$ # of Mileage	Will a Pcard be	used:	□ Yes				
Departure Location: Arrival Location: Airfare: \$ Lodging: \$ # of Mileage	Cash Advance	Amount: \$			-		
Arrival Location: Airfare: \$ Lodging: \$ # of Mileage				ESTIMA			
# of Mileage x .535/mi. Mileage: \$ Registration: \$ Car Rental: \$ Per Diem: \$ Total Expenses: \$	•					_	
	# of Mileage Registration: \$ Car Rental: \$			_ x .535/mi. _ _	Mileage: \$ _ Other: \$ _ \$ _		
Comments:				Total	Expenses: \$_		
	Comments:						