

**Instructions:**

- Fill out this form within Acrobat.
- Fields bordered in blue will calculate themselves.
- Print out the completed form, sign it and return it to the JOI Travel Office.

Attachment B  
02/07

JOI

**TRAVEL EXPENSE REPORT**

NAME OF TRAVELER: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECK IF NEW ADDRESS:  TEL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MEETING: \_\_\_\_\_

MEETING DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TOTAL EXPENSES (From reverse side.) US\$ 0.00

LESS ADVANCE US\$ \_\_\_\_\_

TOTAL DUE TRAVELER OR (TOTAL DUE JOI) US\$ 0.00  
Make check payable to JOI.

**CERTIFICATION:**

I certify that these charges were incurred by me and are correct, and that no charges are included for unallowable expenses.

\_\_\_\_\_  
(Signature of Traveler) (Date)

<b>JOI OFFICE USE ONLY</b>	Charge travel travel expenses to
GL Account # _____	Project _____ WBS Code _____ Dept Code _____
Travel Office's Approval: _____	(Signature and Date)
Accounting Department Approval: _____	(Signature and Date)

Return to Travel Office at: Joint Oceanographic Institutions Tel: (202) 232-3900  
1201 New York Ave., NW, Suite 400 Fax: (202) 265-4409  
Washington, DC 20005 Email: joitravel@joiscience.org

07/08

## SCHEDULE OF TRAVEL EXPENSES

**1. Transportation**

a) Airline Tickets. Check one below:

Traveler requests reimbursement      US\$ \_\_\_\_\_

You must submit your passenger receipt if you purchased your own ticket whether electronic or paper.

Ticket billed directly to JOI

b) Personal Automobile: \_\_\_\_\_ miles @ 58.5 ¢/mile      US\$ 0.00

c) Other Transportation (e.g., rental cars, taxis, parking)      US\$ 0.00

Please itemize other transportation expenses in table below. Original receipts are required for any single expense more than \$75. For rental cars, include rental agreement.

Date	Description	Amount US\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

US\$ 0.00

**2. Lodging.** Itemized receipts required.

**Total Transportation**

\_\_\_\_\_ night(s) @ \$ \_\_\_\_\_ per night in \_\_\_\_\_      US\$ 0.00

\_\_\_\_\_ night(s) @ \$ \_\_\_\_\_ per night in \_\_\_\_\_      US\$ 0.00

\_\_\_\_\_ night(s) @ \$ \_\_\_\_\_ per night in \_\_\_\_\_      US\$ 0.00

US\$ 0.00

**Total Lodging**

**3. Meals – per diem method.** List number of meals in each category and multiply by the meal allowance rates provided by the Travel Office. (**Domestic** or **International**)

City	No.	Breakfast	No.	Lunch	No.	Dinner	Total US\$
_____	_____	@ \$ _____	_____	@ \$ _____	_____	@ \$ _____	<span style="border: 1px dashed blue; padding: 2px;">0.00</span>
_____	_____	@ \$ _____	_____	@ \$ _____	_____	@ \$ _____	<span style="border: 1px dashed blue; padding: 2px;">0.00</span>
_____	_____	@ \$ _____	_____	@ \$ _____	_____	@ \$ _____	<span style="border: 1px dashed blue; padding: 2px;">0.00</span>

In lieu of the per diem method above, you may choose to claim actual meal expense up to 150% of per diem for the trip taken as a whole. For this option, please list each meal expense with date and amount, and provide a receipt for any individual expense of \$26 or more. You may use the Meal Log form for this purpose. Enter total from Meal Log here:

US\$ 0.00

**Total Meals**

**4. Miscellaneous Expenses.** Receipts are required for any single expense of more than \$75.

Date	Description	Amount US\$
		\$
		\$
		\$
		\$
		\$
		\$

US\$ 0.00

**Total Miscellaneous**

**Total Expenses**      US\$ 0.00