

TRAVEL WORKSHEET**You are responsible for providing complete records to receive reimbursement**

ER# _____

A traveler is considered in travel status when he/she is away from the official workstation for 3 or more hours in excess of the regularly scheduled work day and the destination is more than 50 miles away (one way, most direct route).

Date: _____ Traveler: _____ Title: _____ Email: _____

Cell #: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Budget Name: _____ Budget Number: _____ Authorization (PI Signature): _____

Purpose of trip (if funded by grant or contract, what is benefit to budget? *Please include name, dates, and destination*)

IMPORTANT: BE SURE TO PRINT A DETAILED REGISTRATION RECORD AT THE TIME YOU REGISTER FOR A CONFERENCE*PRE-TRAVEL ITEMS NEEDED*

☐ **Airfare** Ticket Price: \$ _____ Your name as it appears on ID (**MUST MATCH**) _____ DOB: _____

Attach printed itinerary from airline website.

NOTE: For Non-UW guests please contact Josie Hazen at (800) 621-2662, (206) 364-0100 or email josie@lakecitytravel.com to reserve airfare

☐ **Per Diem Advance** (minimum 10 day notice required, minimum \$300. Must be on UW Payroll) Amount of Per Diem advance: \$ _____

ONCE YOUR TRAVEL IS COMPLETE, FILL IN DAILY INFORMATION BELOW:

Receipts for airfare, lodging, rental car, laundry, misc. expense over \$75 and meals purchased by others MUST be included with this reimbursement form. No receipts required for personal meals.

Date mm/dd/yy	Location From	Location To	Time Travel Status Began	Time Travel Status Ended	<input type="checkbox"/> Check box if conference hotel	Lodging Amount	Mark 'X' to claim meals and 'P' for meals provided			Point to Point Mileage**	Vicinity Miles**
					Lodging Name		Brkfast	Lunch	Dinner		

Other Expenses for Reimbursement:

Expense	Amount	Expense	Amount & Date	Other/Misc. Expense	Amount & Date
Airfare		Taxi/Shuttle			
Registration (include details of items purchased)		Rental Car			
		Ferry			
		Parking			

****If driving your personal vehicle, please include a MAPQUEST printout or a UW mileage sheet. Include a mileage log for vicinity miles.**

