GEOPHYSICS DEPARTMENT TRAVEL EXPENSE WORKSHEET



RETURN form to: Stanford University Stephanie Mathews smathews@stanford.edu Geophysics Department 397 Panama Mall Mitchell Building # 324 Stanford, CA 94305-2215 Phone: 650 723 1456 Fax: 650 725 7344



					A second	5
Name:						
Address:		complement: Ci			/:	
State/ Zip code:						
Phone:			e-mail:			
Date submitted: Account to be charged (PTA):						
		Air 1	ravel (include receipt or b	oarding pass)		
Don	arting City		Arrival Date	Airfare Amount		
	arting City	Date of Departure	Arrival Date	Amare Amount		
1						
2						
Personal Auto						
Dep	parting City	Date of Departure	Arrival Date	Miles one way		
1						
2						
Other Transportation (Include Receipt)						
1	ransport	Date	Amount			
2						
3						
4						
Car Rental (Include Receipts)						
Renta	al Company	Start Date	End Date	Rate	Gas/Toll/Parking	Total
1						
2						
3						
			Lodging (Include Reco	eipts)		
3 Hc	itel Name	City	Lodging (Include Reconstruction Number of nights	eipts) Daily Rate	Number of Rooms	Total
3 Hc 1	otel Name	City			Number of Rooms	Total
3 Hc 1 2	itel Name	City			Number of Rooms	Total
3 Hc 1			Number of nights	Daily Rate		Total
3 Hc 1 2	Meals (Per	Diem or Actual Expenses? I	Number of nights f you are claiming actual e			Total
3 Hc 1 2		Diem or Actual Expenses? I Meal	Number of nights	Daily Rate		Total
3 Hc 1 3 1	Meals (Per	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner	Number of nights f you are claiming actual e	Daily Rate		Total
3 Hc 1 2 3 1 2 2	Meals (Per	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner	Number of nights f you are claiming actual e	Daily Rate		Total
3 Hc 1 2 3 1 2 3	Meals (Per	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner	Number of nights f you are claiming actual e	Daily Rate		Total
3 Hc 1 2 3 1 2 2	Meals (Per	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner	Number of nights f you are claiming actual e Amount	Daily Rate		Total
3 Hc 1 2 3 1 1 2 3	Meals (Per	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner	Number of nights f you are claiming actual e	Daily Rate		Total
3 Ho 1 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Meals (Per Date	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Miscellan	Number of nights f you are claiming actual e Amount	Daily Rate		Total
3 Hc 1 2 3 3 1 2 3 4 4 1 2 3 4	Meals (Per Date	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Miscellan	Number of nights f you are claiming actual e Amount	Daily Rate		Total
3 Ho 1 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Meals (Per Date	Diem or Actual Expenses? I Meal Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Breakfast / Lunch / Dinner Miscellan	Number of nights f you are claiming actual e Amount	Daily Rate		Total

Total Amount to Reimburse: (excludes auto mileage)

\$0.00