

## GEOPHYSICS DEPARTMENT TRAVEL EXPENSE WORKSHEET



**RETURN** form to:  
 Stanford University  
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<b>Name:</b>		
<b>Address:</b>	<b>complement:</b>	<b>City:</b>
<b>State/ Zip code:</b>		
<b>Phone:</b>	<b>e-mail:</b>	
<b>Date submitted:</b>	<b>Account to be charged (PTA):</b>	

Air Travel (include receipt or boarding pass)						
	Departing City	Date of Departure	Arrival Date	Airfare Amount		
1						
2						

Personal Auto						
	Departing City	Date of Departure	Arrival Date	Miles one way		
1						
2						

Other Transportation (Include Receipt)					
	Transport	Date	Amount		
1					
2					
3					
4					

Car Rental (Include Receipts)						
	Rental Company	Start Date	End Date	Rate	Gas/Toll/Parking	Total
1						
2						
3						

Lodging (Include Receipts)						
	Hotel Name	City	Number of nights	Daily Rate	Number of Rooms	Total
1						
2						
3						

Meals (Per Diem or Actual Expenses? If you are claiming actual expenses, please list below and include receipts)					
	Date	Meal	Amount		
1		Breakfast / Lunch / Dinner			
2		Breakfast / Lunch / Dinner			
3		Breakfast / Lunch / Dinner			
4		Breakfast / Lunch / Dinner			

Miscellaneous (Include Receipts)					
	Date	Expense	Amount		
1					
2					
3					
4					

<b>Total Amount to Reimburse: (excludes auto mileage)</b>	<b>\$0.00</b>
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