ENVS TRAVEL EXPENSE WORKSHEET

Date: EMPLOYEE   STUDENT   OTHER

NAME	EMPLID	DUTY POST
CONTACT NAME/TITLE	CONTACT PHONE NUMBER	DEPARTMENT NAME DEPARTMENT NUMBER
ACCOUNT(S) TO CHARGE		

BUSINESS PURPOSE – Benefit to the UA for this travel:

TRAVEL AUTHORIZATION NUMBER DESTINATION(S)	ORIGINAL Non-Electronic Receipts Included? Y N
IN-STATE OUT-OF-STATE FOREIGN PERSONAL TRAVEL INCLUDED? Y N	DATES OF PERSONAL TRAVEL
TRAVEL DATES EVENT DATES	DESIGNATED LODGING: YES NO *Lodging designated by event with discounted rate.

1- EXPENSES	Expense Payment Details: Place X in appropriate Box		DOCUMENTATION REQUIREMENTS: A- EVENT DOCUMENTATON B- ORIGINAL RECEIPTS SHOWING PROOF OF PURCHASE		
DESCRIPTION	THIS REIMBURSEMENT	PCARD	OTHER	RECEIPT AMOUNT	OTHER REQUIRED DOCUMENTATION and INFORMATION
Airfare					Clarification for any upgrades
Baggage Fees					Clarification for more than customary baggage fees
Conference Reg Fees					Clarify business purpose of any dinners or events included
Fuel					Reimbursement can be either by fuel receipts OR mileage.
Ground Transportation					Tips cannot exceed 20%
Lodging					If designated, proof of designated lodging needs to be submitted
Parking Fees					Clarify hotel parking fee was mandatory, valet parking not allowable
Rental Vehicle					Clarify business purpose when rental vehicle is NOT a compact car
Expenses Subtotal:					

2- MILEAGE	Start	End	Total Miles		
ODOMETER READINGS:				X .625	**Printout of Map Quest Type Document Can Be Submitted Instead**
Miles Subtotal:					

3- MEALS					
Travel Dates:	MEALS **PROVIDED** BY HOTEL OR EVENT			DAILY MEAL AMOUNT	**Receipts for meals may be provided, but meals will not be reimbursed for more than the daily allowable amount.**
	B	L	D		**Travel days are reimbursed at 75% of the daily per diem rate with any meals provided by hotel or event deducted.**
	B	L	D		
	B	L	D		**Per Diem Chart Web Site:** https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20221001.pdf
	B	L	D		
	B	L	D		
	B	L	D		**Daily Lodging Allowable Rate:**
Meals Subtotal:					**Meal Per Diem Breakdown:**
REIMBURSEMENT TOTAL:					

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