PO #	for staff use only

Travel Reimbursement Worksheet

School of Aquatic and Fishery Sciences

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). **No receipt required for meals nor for misc. expenses under $50.** Mileage is currently being reimbursed at .55 cents/mile.

Date:_____ Traveler:_____ Title:_____Email:_____

Phone:_____ Mailing Address:_____State_____Zip_____

Budget Name:_____ Budget #:_____ Project code: (_____) Authorization:_____

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

_____

Date (mm/ dd/yy)	Location From	Location To	Tim Departed	Time Returned	Lodging Name	Reimb. for meals, (X in box) Brkfast	Lunch	Dinner	Lodging Amount	To/From Mileage (see ** below)	Vicinity Miles**

Other Expenses (those listed as well as taxi/shuttle, rental car gas, ferry, parking, etc.) Attach separate page if more room needed).

Expense	Amount	Misc. Expense	Amount	Misc. Expense	Amount
Airfare (including agency fee):					
Registration: Must include documentation on what conference fee included.					
Who paid for registration:					

****If driving your personal vehicle, please include a MAPQUEST mileage sheet for to/from miles (or UW mileage sheet) and a mileage log for any vicinity mileage.**

CLEAR