**The department now has a travel procurement card which can be used to charge lodging and airline tickets [please see office prior to travel]**

*Please complete this section and turn in to the business office prior to travel:* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel Date and Time** Departure date & time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return date & time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description/Purpose of travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If conference, please submit copy of agenda including meals that are provided with conference fee*

**Contact Information** I can be reached at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person left in charge in my absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please make an appointment to process your travel reimbursement. Bring this form completed and all necessary receipts.* **Account to charge reimbursement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration**

\_\_ Advance payment – **Please see office – registration can now be put on the procurement cards** \_\_ I request reimbursement for registration (original receipt must be attached)

**Mileage Reimbursement** \*Following must be filled in for ANY mileage reimbursement\*

Vehicle license plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please include letters) State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Reimbursement for fuel (must attach original gasoline receipts) or \_\_ Reimbursement per mile \_\_\_\_cents/mile (maximum rate 57.5 cents per mile)

\*\*Only turn in odometer readings where Map Quest mileage does not apply, as in remote field locations. • Beginning Odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for driving rather than flying if mileage reimbursement is higher than normal price for airline ticket: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meals and Lodging**

\_\_ Per Diem for meals and incidentals (receipts are not required) \_\_ Actual lodging expense, itemized receipts are required for lodging (can use p-card)

\_\_ Reimbursement for actual expenses for meals and lodging – **PLEASE NO P-Cards for meals/snacks on trips**! (receipts are required for all expenses)

\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plane Tickets**

\_\_ Payment through UW prior to travel (can use p-cards) \_\_ I request reimbursement for airfare (original “passenger receipt” must be attached or detailed itinerary)

*No upgrades covered*

**OTHER** \_\_ Parking (original receipt required) \_\_ Taxi/shuttle (original receipts required) \_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_