

Travel Expense Worksheet – Bean Life Science Museum

Traveler _____ Net ID _____ Destination _____

Dates: from ____/____/____ to ____/____/____ Time Departed: _____

1st Acct. Code _____ Time Arrived Home _____

Persons Accompanying Me _____

(Note: Expenses for spouse & family members should not be charged to a BYU account.)

Airfare:				
Airline	BYU Travel	Reason if Other:	Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Rental Car:				
Company	Size of Car*	Insurance?***	Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

* Note: An explanation is required for Luxury of Full-sized cars _____

** Additional Insurance only required for international car rentals.

Other Transportation Costs:				
Personal vehicle _____ miles @ _____¢ per mile	_____ \$	Method of Payment	Amount	
Shuttle _____ \$	Long-term parking _____ \$	1. JP Morgan visa 2. Personal credit card 3. Other _____	\$	
Taxi _____ \$	Motor pool _____ \$			
Other: _____ \$				

Note: On the above lines, _____ write the number corresponding to the method of payment used.

Meals:		
Per diem: _____ days @ \$ _____ per day	Total per diem:	\$
Meals included as conference expenses (breakfast, lunch, dinner)	Amount to subtract from per diem*	
	\$	
Meals charged on Travel Card	Amount to subtract from per diem	
	\$	
	Total subtractions from per diem:	\$
	Reimbursement (adjusted per diem):	\$

*Please look at the Per Diem Table for the amount to subtract for each meal. Ex. If Lunch is provided at a conference and per diem is \$54/day, subtract \$15.

Non per diem: Receipts Attached	Method of Payment	Amount
	<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Note: Receipts do not need to be turned in if meals were paid with JP Morgan visa.

Lodging:			
Name of Hotel(s)	# of Days	Method of Payment	Amount
		<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Additional Charges:		
Expense	Method of Payment	Amount
	<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Subtotal	\$	\$
LESS Above Amounts Charged Directly to BYU Account	\$	
LESS Above Amounts Charged to BYU Travel Card	\$	
LESS Cash Advance	\$	
Balance Due Claimant		\$
Amount Owed BYU		\$

*List address of traveler, if not full-time employee: _____

Traveler Signature _____ Date _____

Supervisor Approval _____ Date _____

Travel System Proxy (Entered by) _____ Date _____

Travel System Approver (Financial Asst) _____ Date _____