CYCLOTRON INSTITUTE TRAVEL EXPENSE WORKSHEET

Traveler name: ____________________________  Today’s date: ____________

Destination: ______________________________

Departure date/time: ___________ / ___________  Return date/time: ___________ / ___________

Purpose of travel and benefit to TAMU and the State of Texas: ______________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please give only totals and attach all receipts to this form.

Airplane ticket(s)† $ ______________________  Paid for by me: [ ]
Both ways: [ ] or One way: [ ]  Charged to BTA Account # ________________

Hotel† $ ______________________

Conference fees† $ ______________________

Rental car† $ ______________________

Gas† $ ______________________

Personal car used $ ______________________ based on _________ miles at $ 0.555 per mile
(provide odometer readings: ___________ / ___________, or an official calculator will be used)

Meals: You must claim only actual expenses. There is a median amount based on locality as per the Travel Regulation Guide (http://fmo.tamu.edu/accounts-payable/travel), but this is not a per diem amount; claim only your actual food expenses.

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Meals total $ ______________________

Other expenses† $ ______________________ for __________________________

$ ______________________ for __________________________

$ ______________________ for __________________________

†Receipt required. If lost, please make a note of it next to the item.

TOTAL AMOUNT REQUESTED $ ______________________