

Purpose

Travel related to expenses to conduct official University business are eligible for reimbursement. Use when a cost comparison is needed: 1. Mileage vs Airfare 2. Personal Days on Business Travel 3. Mileage vs Fuel

****NO TRAVEL CARD ALLOWED for Personal expenses included with Business Travel**

Traveler's Information

<i>Name of Traveler</i>	<i>Date(s) of Travel</i>
<i>Destination</i>	<i>Date(s) of Conference or Event</i>

Reason

- Mileage (Driving out of state) vs Airfare
- Personal Days on Business Travel
- Mileage vs Fuel

Justification

ESTIMATED COSTS	BUSINESS TRAVEL	PERSONAL TRAVEL
Cost of airfare	_____	_____
Train fare, Taxi, Shuttle, etc.	_____	_____
Rental vehicle	_____	_____
Lodging	_____	_____
Mileage (miles multiplied by current mileage rate)	_____	_____
Meals	_____	_____
Parking, tolls, etc.	_____	_____
Other: _____	_____	_____
Total Estimate:	_____	_____

INSTRUCTIONS:

Attach backup documentation to support all costs provided in the chart above. For personal dates, include backup using both business dates of travel and alternative dates of travel.

Attach this form to Travel Expense Report. Reimbursement limited to the lower cost.