Department of Geosciences Travel Expense Report

Trip Details

Traveler Name: _____ Employee ID: _____

Departure City:_____ Arrival City:_____

Date of departure from Tucson (or other duty post):_____
Date of return to Tucson (or other duty post): _____
Time of departure from Tucson (or other duty post):_____
Time of return to Tucson (or other duty post): _____

Detailed Business Purpose:_____

_____

Expense Details

Transporation	**TOTAL PAID**
Airfare:	
Private Vehicle Mileage (miles x .625/mile)	
*Beg Odometer:*_____	
*End Odometer:*_____	
Taxis/Uber/Lyft:	
Rental Car:	
Train:	
Gas:	
Parking:	
Bag Fees:	
Other:_____	
TOTAL TRANSPORTATION	0

Lodging

Designated: ☐ YES ☐ NO

Room Rate: _____

# of Nights: _____

TOTAL LODGING	0

Meals & Incidentals (http://policy.fso.arizona.edu/fsm/1400/1413)

Daily Rate: _____

# of Days: _____

Total Per Diem:	0
Or	
Total from itemized/proof paid meal receipts	

Miscellaneous

Field Supplies:	
Registration Fees:	
Copies/Printing:	
Shipping:	
Park Entrance Fees:	
Other:_____	
TOTAL MISCELLANEOUS	0

Total Expenses:	0
Less travel advance	
Traveler Repayment or Balance Owed	0

Account Number:_____