



Traveler's Name		Destination(s)	
		Exchange Rate Used	
Mich Tech ID	Calendar Month	Date of Departure	Time of Departure
Department		Date of Return	Time of Return
Index		Name(s) of others on trip	
Address to which check is to be sent		Purpose of trip & benefit to the University	
		List Procurement Card charges and Amounts	

**Meal per diem instructions:** In 1st and last day, enter the total per diem amount for the city. In additional days enter the amount for each individual meal. The first and last day of travel are reimbursed at 75% of the entire daily rate. Any day that per diem is claimed, \$5 for tips and incidental expenses is included. To reduce 1st or last day per diem, enter a negative amount in Other.

WEEK 1	1st Day	Last Day	-----Additional Days of Travel-----					TOTAL
Date >>								
City for lodging >>								
Daily meal per diem for city >>								
Breakfast								
Lunch								
Dinner								
Incidental expenses								
Meal per diem subtotal:								
Lodging								
Airline Tickets								
Ground Transportation								
Business Meals - Attachment								
Conference Fees								
Tolls/Parking								
Telephone-International Travel								
Car Rental/Gas								
Other (Explain on receipt or memo)								
<b>EXPENSES &gt;&gt;</b>								

PERSONAL CAR EXPENSES				
<a href="#">Click here for distances from Houghton</a>				
From	To	Miles	Rate	Subtotal
Vicinity Mileage			Rate	
If greater than 100 miles, attach log			<b>Total</b>	

CASH SUMMARY	
Subtotal Expenses	
Personal Car Expenses	
Total expenses this trip	
Cash advances received	
Due traveler	
Due Michigan Tech - attach cash receipt	

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of traveler	Date	Signature of Department Chair or higher	Date
Signature of Financial Manager	Date	Prepared by	

Please email completed form along with detailed receipt(s) to [travel@mtu.edu](mailto:travel@mtu.edu).