



GSG:

Traveler's Name		Destination(s)	
		Exchange Rate Used	
Mich Tech ID		Date of Departure	Time of Departure
		Date of Return	Time of Return
Department		Name(s) of others on trip	
Index			
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)								
EXPENSES >>								

PERSONAL CAR EXPENSES					CASH SUMMARY	
Click here for distances from Houghton					Subtotal Expenses	
From	To	Miles	Rate	Subtotal	Personal Car Expenses	
					Total expenses this trip	
					Cash advances received	
					Due traveler	
					Due Michigan Tech - attach cash receipt	
Vicinity Mileage				Rate		
If greater than 100 miles, attach log				Total		

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.



Traveler's Name

WE

000100

WEEK 2	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	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)								
EXPENSES								

WEEK 3	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	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)								
EXPENSES								

WEEK 4	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	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)								
EXPENSES								