



Traveler's Name		Destination(s)	
		Exchange Rate Used	
Employee 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				
Click here for distances from Houghton				
From	To	Miles	Rate	Subtotal
Vicinity Mileage			Rate	
If greater than 100 miles, attach log			Total	

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 _____

Prepared by _____ Please email completed form along with detailed receipt(s) to travel@mtu.edu.