

**Travel Expense Worksheet
The Evaluation Center
Western Michigan University**

Name:	Social Security Number <small>(if not already on file)</small>		
Address:			
City:	State:	Zip:	Phone Number:
Purpose of Travel:			

TRANSPORTATION (Please Attach Receipts) AIR RAIL OR BUS PRIVATE CAR

Date of Departure	Date of Return	From	To	Car Miles

MILEAGE REIMBURSEMENT RATE IS \$.31

Total Car Miles	Mileage Expense	Ticket Expense <small>(air, rail, bus)</small>	Total Transportation Expense
	\$	\$	\$

LODGING (Please Attach Receipts)

Date	City, State	Hotel, Motel	Cost
			\$
			\$
			\$
			\$
Total Lodging Expense			\$

MEALS	Date /	Date /	Date /	Date /	Date /	Date /	Date /	TOTAL
Breakfast	\$	\$	\$	\$	\$	\$	\$	\$
Lunch	\$	\$	\$	\$	\$	\$	\$	\$
Dinner	\$	\$	\$	\$	\$	\$	\$	\$
Total Meal Expense								\$
Per Diem (including tips): Breakfast \$6.00 Lunch \$8.00 Dinner \$19.00								\$

OTHER TRAVEL EXPENSE (Please itemize and attach receipts)

Total Other Expense	\$
Other expenses include taxis, parking, baggage handling, telephone, etc.	

GRAND TOTAL TRAVEL EXPENSES	\$
Signature _____	Date _____
GRAND TOTAL TRAVEL EXPENSES	
\$	

Travel Guidelines

Air Travel

- S original receipts are required for reimbursement
- S travelers should request the lowest available fare in coach class
- S reservations should be made as far in advance as possible in order to take advantage of any special rates offered by the airlines
- S if no reduced rates are available, back-to-back ticketing (if feasible) should be used
- S to maximize the benefits of back-to-back ticketing, travelers should tell the agent if they are planning multiple trips to the same destination; request this information before booking a flight; penalty fees may be quite substantial

Personal Car

Private car mileage will be reimbursed at the rate of \$.31 per mile. All mileage must be shown from point to point. If circumstances require additional driving within the vicinity, the traveler should show this mileage separately. Bridge and turnpike tolls will be reimbursed. Receipts should be obtained if possible. Reimbursement for parking charges is allowable for a reasonable amount. Receipts must be obtained for all parking expenses except small meter parking charges.

Rail and Bus

Trains and buses are acceptable, optional means of transportation. Travelers must use coach class. Original receipts are required for reimbursement.

Taxi/Limo

Taxi/limo trips are acceptable when necessary to and from airports. Travelers must obtain receipts for reimbursement.

Lodging

Authorized lodging expenses will be reimbursed at actual cost. Original hotel statements are required for reimbursement. Bills cannot be approved unless these are provided. The exception is tipping, which will be reimbursed if reasonable and customary.

Meals

The daily, reimbursable maximum, including tips, is \$33.00. For less than a full day, the guidelines, including tips, are breakfast \$6.00; lunch \$8.00; dinner \$19.00. Receipts are required. Meal expenses that exceed the maximum will be dealt with on a case-by-case basis.

Telephone/Fax Expenses

Business-related calls are reimbursable. Documentation (hotel bill, telephone bill) is required.