



# TRAVEL WORKSHEET

**IMPORTANT: Please carefully complete as much of this form as possible prior to submitting it along with the appropriate backup, ie; receipts, agendas**

- **BUSINESS PURPOSE** of trip and the location must be included.
- **DATES & TIME** On the first and last days of your trip you must include the time you leave from your departure location and the time that you arrive at your destination.
- **ODOMETER** If you are driving a personal vehicle please include your odometer readings both starting and ending, on the first and last days of your trip. If you are traveling to multiple locations over a period of a couple of days you must show odometer readings for each time you change your location.
- **DESCRIPTION/DESITINATION** Indicate the name of the location you are leaving from and the name of the location you are traveling to, as well as the mode of transportation. ie. personal vehicle, county vehicle, air, ground transportation.
- **MEALS** Place a check mark under Breakfast, Lunch, Dinner for each meal that you are asking to be reimbursed on a daily basis.
- **LODGING** indicate the amount you paid daily for lodging. If you have indicated that the lodging was designated please include documentation to back it up.
- **TRANSPORTATION** may include taxi fares, shuttle fares, air fares (if you did not pay with your Pcard, which is preferable.)
- **OTHER MISC EXPENSES** may include internet access, baggage and parking fees,
- **NOTES** Please indicate under the notes section which account the cost for these expenses is to be charged. If it is an account from another office or department please include the name of the person to contact and specify if it is all of the expenses or for example just the mileage.