

TRAVEL INFORMATION WORKSHEET

Your Name:

Today's Date:

Phone #:

Email:

Address you want check sent:

Home

Campus Mail

Purpose **AND** Location of Trip:
(Please be specific)

Funding Source:

Professor:

TRIP INFORMATION

*UW Pays from City to City - You CANNOT claim Mileage **AND** Gas*

Date of Departure:

Date of Return:

Start Odometer:

End Odometer:

Vehicle License Plate #:

Are you Claiming Maximum
Per Diem Rate:

Yes

No

If you choose to claim **LESS** than
maximum, what rate per day?

Are you claiming Mileage at .54
cents per mile per State of Wyoming

Yes

No

EXPENSES

*(Receipts **MUST** be **ORIGINAL** and **MUST BE ITEMIZED**)*

Do not tape or staple your receipts to anything. **DO NOT** put any P-card receipts with this form.

Do not use any highlighters on receipts. If you need to omit items, simply cross it out with pen and initial.

Remember **NOT** to tip more than 20%, as UW will not cover any more than that.

ALL travel must have prior approval by appropriate designee. This form will be kept on file in department. If you are a student, please have applicable advisor sign this form **BEFORE** turning in for payment.

Approved by **Advisor**

Date