TRAVEL EXPENSE REPORT FOR STUDENT EMPLOYEES

| Student Traveling | NetID | BYU ID number |
|-----------------------|----------------------------|--------------------------------------|
| Destination | Dates of Travel | _// 20// 20 |
| Purpose (be specific) | | |
| Account Code | (your supervisor's researc | ch or faculty operating unit number) |
| Name of Supervisor | | |

| EXPENSES | PAYMENT | AMOUNT |
|---|--|--------|
| AIRFARE airline arranged through if BYU Travel, date and account charged / / 20 if not BYU Travel, please explain | Student Account Faculty Card | \$ |
| RENTAL CAR company if traveling internationally, additional insurance | Student Account Faculty Card Personal Card | \$ |
| OTHER TRANSPORTATION personal vehicle miles × ¢ per mile = \$ shuttle \$ long-term parking \$ taxi< | Student Account Faculty Card Personal Card | \$ |
| MEALS per diem \$ per day × number of days OR non per diem total of per diem money not used \$ | Faculty Card Department Card Personal Card | \$ |
| LODGING names of hotels \$ per day × number of nights | Student AccountFaculty CardPersonal Card | \$ |
| CONFERENCE / MEETING CHARGES name of conference | Faculty Card Department Card Personal Card | \$ |
| ADDITIONAL CHARGES be specific | Student Account Faculty Card Personal Card | \$ |
| | TOTAL | \$ |

Student Signature

If you have a Gmail account you only have to set it up once. Click on "submit" and set up your Gmail account with Adobe Acrobat. Once you've done that, it'll automatically create an email message for you in a new window. If your account isn't Gmail, please save this form and attach it in an email to pws_financial_clerk@byu.edu with the subject "TER"