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 research 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 $ _____   motorpool $ _____
    other   _____ $ _____
	☐ 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 Account
	☐ Faculty Card
	☐ Personal 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 _____