

TRAVEL EXPENSE REPORT FOR NON-EMPLOYEES

Person Traveling _____ Name of Hosting Faculty Member _____

City Closest to Destination(s) _____ Dates of Travel ___/___/20__ - ___/___/20__

Purpose (be specific) _____

Account Code _____ (Is it for research, or experiential learning, or both?)

EXPENSES	PAYMENT	AMOUNT
AIRFARE airline _____ arranged through _____ if BYU Travel, date and account charged ___/___/20__ _____ if not BYU Travel, please explain _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
RENTAL CAR company _____ rental cost \$ _____ gas cost \$ _____ if traveling internationally, additional insurance _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
OTHER TRANSPORTATION personal vehicle _____ miles × _____ ¢ per mile = \$ _____ shuttle \$ _____ long-term parking \$ _____ taxi \$ _____ motorpool \$ _____ other (if PWS truck, which one) _____ \$ _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
MEALS per diem \$ _____ per day × number of days _____ OR <input type="checkbox"/> non per diem total of per diem money not used \$ _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
LODGING names of hotels _____ \$ _____ per night × number of nights _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
CONFERENCE / MEETING CHARGES name of conference _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
MISCELLANEOUS CHARGES be specific _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
TOTAL		\$ _____

Student Signature _____

email this form to pws_financial_clerk@byu.edu with the subject "TER" and any questions you might have in the body