

TRAVEL EXPENSE REPORT FOR STUDENT EMPLOYEES

Student Traveling _____ NetID _____ BYU ID number _____

City Closest to Destination(s) _____ Dates of Travel _____ - _____

Purpose (be specific) _____

Account Code _____ (your supervisor's research or faculty operating unit number - only **8 digits long**)

Name of Supervisor _____ Are you a(n) ☐ undergraduate student ☐ graduate student?

Person Accompanying Me _____

EXPENSES	PAYMENT	AMOUNT
AIRFARE airline _____ arranged through _____ if BYU Travel, date and account charged _____ if not BYU Travel, please explain _____	<input type="checkbox"/> Student Account <input type="checkbox"/> Faculty Card	\$ _____
RENTAL CAR company _____ rental cost \$ _____ gas cost \$ _____ if traveling internationally, additional insurance _____	<input type="checkbox"/> Student Account <input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
OTHER TRANSPORTATION personal vehicle _____ miles \times 0.67 ¢ per mile = \$ _____ shuttle \$ _____ long-term parking \$ _____ taxi \$ _____ motorpool \$ _____ other (if PWS truck, which one) _____ \$ _____	<input type="checkbox"/> Student Account <input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
MEALS per diem \$ _____ per day \times number of days _____ OR <input type="checkbox"/> non per diem _____ Minus meals provided by Conference, Hotels, or Faculty Members _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Department Card <input type="checkbox"/> Personal Card	\$ _____
LODGING names of hotels _____ \$ _____ per night \times number of nights _____	<input type="checkbox"/> Student Account <input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
CONFERENCE / MEETING CHARGES name of conference _____	<input type="checkbox"/> Faculty Card <input type="checkbox"/> Department Card <input type="checkbox"/> Personal Card	\$ _____
MISCELLANEOUS CHARGES be specific _____	<input type="checkbox"/> Student Account <input type="checkbox"/> Faculty Card <input type="checkbox"/> Personal Card	\$ _____
TOTAL		\$ _____

Student Signature _____

Supervisor Signature _____

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