

TRAVEL EXPENSE REPORT FOR STUDENT EMPLOYEES

Student Traveling _____ NetID _____ BYU ID number _____
City Closest to Destination(s) _____ Dates of Travel ____/____/20____ - ____/____/20____
 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 ____/____/20____ if not BYU Travel, please explain _____	<input type="checkbox"/> Depart. Account <input type="checkbox"/> Faculty Card	\$ _____
RENTAL CAR company _____ rental cost \$ _____ gas cost \$ _____ if traveling internationally, additional insurance _____	<input type="checkbox"/> Depart. Account <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"/> Depart. Account <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 \$ _____ 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 × 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"/> Department Card <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