

## Plant and Wildlife Sciences Department – Travel Expense Report

Traveler \_\_\_\_\_ RtY ID \_\_\_\_\_ Are you a U.S. citizen?  Yes  No  
 Destination \_\_\_\_\_ Dates: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Purpose \_\_\_\_\_  
 1<sup>st</sup> Acct. Code \_\_\_\_\_ 2<sup>nd</sup> Acct. Code \_\_\_\_\_  
 Persons Accompanying Me \_\_\_\_\_

Airfare:				
Airline	BYU Travel	Reason if Other:	Method of Payment	Amount
			<input type="checkbox"/> JP Morgan card (BYU card) <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Rental Car:				
Company	Size of Car*	Insurance?***	Method of Payment	Amount
			<input type="checkbox"/> JP Morgan card (BYU card) <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

\* Note: An explanation is required for Luxury of Full-sized cars \_\_\_\_\_  
 \*\* Additional Insurance only required for international car rentals.

Other Transportation Costs:				
Personal vehicle _____ miles @ _____ ¢ per mile	\$ _____	Method of Payment	Amount	
Shuttle _____ \$ _____	Long-term parking _____ \$ _____	1. JP Morgan card (BYU card) 2. Personal credit card 3. Other _____	\$	
Taxi _____ \$ _____	Motor pool _____ \$ _____			
Other: _____ \$ _____				

Note: On the above lines, \_\_\_ write the number corresponding to the method of payment used.

Meals:		
Per diem: _____ days @ \$ _____ per day	Total per diem:	\$
Meals included as conference expenses (breakfast, lunch, dinner)	Amount to subtract from per diem*	\$
Meals charged on Travel Card	Amount to subtract from per diem	\$
	Total subtractions from per diem:	\$
	Reimbursement (adjusted per diem):	\$

\*Please look at the Per Diem Table for the amount to subtract for each meal. Ex. If Lunch is provided at a conference and per diem is \$54/day, subtract \$15.

Non per diem: Receipts Attached	Method of Payment	Amount
	<input type="checkbox"/> JP Morgan card (BYU card) <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Lodging:			
Name of Hotel(s)	# of Days	Method of Payment	Amount
		<input type="checkbox"/> JP Morgan card (BYU card) <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$

Additional Charges:			
Expense	Method of Payment	Amount	
	<input type="checkbox"/> JP Morgan card (BYU card) <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$	

<b>Subtotal</b>	\$	\$
<b>LESS Above Amounts Charged Directly to BYU Account</b>	\$	
<b>LESS Above Amounts Charged to BYU Travel Card</b>	\$	
<b>LESS Cash Advance</b>	\$	
<b>Balance Due Claimant</b>		\$
<b>Amount Owed BYU</b>		\$

\*List address of traveler, if not full-time employee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Dept. Chair Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Travel System Proxy (Entered by) \_\_\_\_\_ Date \_\_\_\_\_  
 Travel System Approver (Financial Asst) \_\_\_\_\_ Date \_\_\_\_\_