

G89G HFUJ Y` 9I dYbgY`8YHUJ` G\ YYH`

9a d`cnYY`-bZcfa Uqcb` / HFUJ Y`>i ghZVMhcb`		
Traveler/employee name		
Purpose of trip/to attend what?		
Benefit to state (detailed 1 line statement)		
HFUJ Y`-bZcfa Uqcb`		
Charge this travel to	Dept. Name:	Dept. Funding #:
Conference/training/event destination	City:	State:
Conference/event registration deadlines	Early bird deadline:	Standard deadline:
Conference/training/event duration	Start date:	End date:
Travel dates/times (from home/to home)	Departing:	Returning:
Additional information? (i.e., will personal travel also be involved with this trip?)		
9ghja UHYX HFUJ Y` 9I dYbgYg`		
Conference/training/event registration fees (early bird\$_____ or standard\$_____ or late\$_____)	1`FY[]ghFUqcb` VWH[cfm`hcHU`.	
Mileage from home to airport or directly to event (multiply .445 cents x #miles x round trip)	1`A`YU[Y`hcHU`.	
Tolls from home to airport or directly to the event (round trip)\$_____ + Taxi or shuttle fares from airport to destination hotel (round trip)\$_____ + Tips for taxi/shuttle drivers (max 15% of fare cost/round trip)\$_____ = HU]#tc`g`g\i`h`Y`#h`dg`hcHU`.		
Car Rental (**NOTE: pre-approval is needed for special circumstances only**) \$_____ (rate/taxes/fees x #days) + rental fuel costs \$_____ = 7UF`FYbHU`#Z`Y`hcHU`.		
Airfare (including taxes & fees)\$_____ + baggage fees\$_____ + skycap tips (\$1/bag max)\$_____ (round trip) = 5]fZUfY`#VU[g`h`dg`hcHU`.	Flt	Bag
Hotel (single room rate + taxes x #of nights stay)\$_____ + bellman tips (\$1/bag max)\$_____ 1`<chY`#h`dg`hcHU`.		
Hotel daily business comm/internet usage fees x #days = 6i`g]bYgg`Vta`a`#]bhYfbYh`hcHU`.		
Meal Allowances (allowed \$6 breakfast+\$11 lunch+\$19 dinner=\$36 day) x # of travel days 1`A`YU`g`hcHU`.		
Airport parking fees x #days = DUf`_]b[`hcHU`.		
Ch`Yf`VWH[cfn8`f]`ghXYHUJ`]g`hc`h`Y`YZt`.		
Ch`Yf`VWH[cfn8`f]`ghXYHUJ`]g`hc`h`Y`YZt`.		
HCH5@HF 5J 9@9LD9BG9`9GH-A 5H9`.		

5ddfcj Ug`	G][bUhi fy`	8UH`
Traveler		
Department Director		
Assistant Vice President (if required)		
Senior Leadership Team (if required)		

After Travel - Expense Clarification/Reimbursement Request

Please list total costs, attach RECEIPTS/docs as indicated & circle method of payment:

\$ _____ **Registration** receipt p-card (who's? _____) personal credit card cash

** _____ **Please attach conference **itinerary, event agenda** or meeting information form.

\$ _____ **Mileage** reimbursement: .445 cents/mile (round trip) Orl Int Airport's address: 1 Airport Blvd, Orlando 32827

** _____ ** Please attach **MapQuest** printout: starting from home to airport or event.

\$ _____ **Toll** receipt(s) p-card (who's? _____) personal credit card cash

Or, you can attach printout from Expressway Authority's website

\$ _____ **Shuttle/taxi(s)** receipt p-card (who's? _____) personal credit card cash

** _____ **Please tape receipts on white sheet & list to/from destination information for each.

** _____ **Please list the **taxi/shuttle tips** paid on each receipt (maximum of 15% fare costs allowed)

\$ _____ **Rental Car** receipt p-card (who's? _____) personal credit card cash

\$ _____ **Fuel** receipt(s) p-card (who's? _____) personal credit card cash

\$ _____ **Airline** receipt p-card (who's? _____) personal credit card cash

\$ _____ **Baggage** receipt(s) p-card (who's? _____) personal credit card cash

\$ _____ **Skycap tips** paid (maximum of \$1 per bag allowed/receipt not required)

\$ _____ **Hotel** receipt p-card (who's? _____) personal credit card cash

\$ _____ **Bellman tips** paid (maximum of \$1 per bag allowed/receipt not required)

\$ _____ **Business comm/internet** receipt p-card (who's? _____) personal credit card cash

\$ _____ **Airport parking** receipt p-card (who's? _____) personal credit card cash

\$ _____ Other expense(s)? List: _____ p-card (who's? _____) personal credit card cash

\$ _____ Other expense(s)? List: _____ p-card (who's? _____) personal credit card cash

\$ _____ Other expense(s)? List: _____ p-card (who's? _____) personal credit card cash

Calculate Meal Allowance: list dollar amounts per meal (per day) that you are eligible to be reimbursed for below. If

meals were provided at conference/event, please write in "comp" for that time slot (receipts not required for meals).

	Date:	Breakfast \$6	Lunch \$11	Dinner \$19		Daily Total \$36
Departure date:	_____	_____ +	_____ +	_____ =		_____
	_____	_____ +	_____ +	_____ =		_____
	_____	_____ +	_____ +	_____ =		_____
	_____	_____ +	_____ +	_____ =		_____
	_____	_____ +	_____ +	_____ =		_____
	_____	_____ +	_____ +	_____ =		_____
Return date:	_____	_____ +	_____ +	_____ =		_____
						Total Meals: \$ _____

Please list actual **departure time from home** going to the airport/event/conference: _____

Please list actual **return time to home** from the airport/event/conference: _____

Note: if personal travel was involved, please list dates/time on and off of state time (note: travel to & from your destination is considered business/state time):