

## Travel Expense Worksheet – Life Sciences Dean’s Office

Traveler \_\_\_\_\_ Net ID \_\_\_\_\_ Destination \_\_\_\_\_  
 Dates: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Purpose \_\_\_\_\_  
 1<sup>st</sup> Acct. Code \_\_\_\_\_ 2<sup>nd</sup> Acct. Code \_\_\_\_\_  
 Persons Accompanying Me \_\_\_\_\_  
 (Note: Expenses for spouse & family members should not be charged to a BYU account.)

Airfare:				
Airline	BYU Travel	Reason if Other:	Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <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 visa <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 visa	
Taxi _____ \$	Motor pool _____ \$		2. Personal credit card	
Other: _____ \$			3. 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	
			\$	
*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.			Total subtractions from per diem:	\$
			Reimbursement (adjusted per diem):	\$
Non per diem: Receipts Attached			Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$
Note: Receipts do not need to be turned in if meals were paid with JP Morgan visa.				
Lodging:				
Name of Hotel(s)	# of Days		Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$
Additional Charges:				
Expense			Method of Payment	Amount
			<input type="checkbox"/> JP Morgan visa <input type="checkbox"/> Personal credit card <input type="checkbox"/> Other _____	\$
Subtotal				\$
<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: \_\_\_\_\_  
 Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Chrome River Delegate (Entered by) \_\_\_\_\_ Date \_\_\_\_\_  
 Chrome River Approver (Financial Mgr) \_\_\_\_\_ Date \_\_\_\_\_