

JISAO/CIG TRAVEL EXPENSES SUMMARY

Detailed travel information to be found at: <http://www.washington.edu/admin/finserv/travel>

Traveler Information:

Name [] Budget# [] UW Box # []

TRIP INFORMATION:

Purpose of this trip (include destination City and State, Name of event, date(s):

[]

Date: Time:
-Departure from official station or home: [] [] [] am [] pm
--If on research cruise**, boarded ship at: [] [] [] am [] pm
--If on research cruise**, disembarked at: [] [] [] am [] pm
-Arrival at official station or home: [] [] [] am [] pm
-Did trip include PERSONAL TIME? [] YES [] No
dates & times of day personal time began: [] [] [] am [] pm
& ended: [] [] [] am [] pm

**if very detailed, please use Travel Expenses Summary Addendum

EXPENSES : Please check the following travel expenses that apply toward requested travel reimbursement:

Original receipts are required for all items exceeding \$50.00. Additionally, lodging, car rental, domestic laundry receipts, and meals paid for others are required regardless of cost.

[] Airfare (provide itinerary) Paid with CTA (dept credit card)? [] YES [] NO \$ []
State Contract used? : [] YES [] NO If NO Exception Reason: \$ []

[] Lodging (provide itemized hotel bill) \$ []
Claiming exception? [] YES [] NO Reason: [] conf hotel [] lower cost over all

[] Car Rental (include receipt): \$ []

[] Misc/Other Expenses: (please list expense type and amounts): []

[] Registration: [] Paid with Procard (dept credit card)? [] YES [] NO

Were any meals or other costs included? (Regardless if registration was paid) [] YES [] NO

Please describe other costs: []

Meals Included (provide dates of included meals)

Breakfast Lunch Dinner
[] [] []
[] [] []

[] Private Automobile Mileage:

From: [] To: [] # of miles: []

Attach mileage log for vicinity miles or Mapquest for point to point miles.

Comments: []