

Department of Computer Science and Engineering Travel Expense Worksheet

[Print Form](#)

Employee Name

Departure Date Departure Time Return Date Return Time

Cities traveled to and from:

Date (enter date)										Expense Total
Hotel (room rate only)										
Transportation:										
Airfare										
Rental Car										
Gas										
Taxi/Shuttle										
Personal Car Miles (total @ \$0.555 per mile)										
Meals: (at conversion rate if needed)										Blank Field
Breakfast										
Lunch										
Dinner										
Daily Total (at conversion rate above)										
Other Travel Expenses:										
Lodging Taxes										
Registration										
Parking										
Tolls										
Other(list):										
Daily Total										

Date	Day	Description of Travel and Business and Business Activities
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Special Circumstances or Other Comments: