

**DEPARTMENT OF ACCOUNTANCY
Travel Expense Worksheet**

Please submit original receipts in an envelope (please do not staple or highlight). Receipts are required for all expenses of \$10 or more. Submit reimbursement requests to Kari Schriefer or Jean Seibold in 360 Wohlers.

Name: _____

Destination: _____

Purpose of travel: _____

Travel by: _____ Air (original boarding pass(es) and ticket price verification or itinerary are required)

_____ Train (submit ticket with price verification if a boarding pass was not issued)

_____ Personal Car

Please list home address _____

_____ Rental Car

(Date and time information is necessary to calculate per diem)

Departure (from home): Date _____ Time _____ am pm

Return (to home): Date _____ Time _____ am pm

Per Diem: List any meals provided (date, meal)

Are you receiving a Scholar's Travel Award for this trip? Yes No