

International Travel Expenses

Meal and Mileage Rates as of 1/1/2022

Name:
Employee ID Number:
Departure DATE: TIME:
Return DATE: TIME:
Trip Destination:

ACCOUNT INFORMATION table with columns: Meals, Lodging, Mileage, Registration, Airfare, Rental Car, Other. Rows include Acct, Fd, Org, Prog, Sub-Cls, Project, and TOTAL.

Project # for Payment:
Purpose of Trip: TOTAL DUE:

Expenses Incurred: Date: [Green bar]

Meals table with columns: Depart Before, Return After, Breakfast, Lunch, Dinner.

Main table for meal expenses with 10 columns for dates and amounts.

Lodging: [Table with 10 columns]

Registration Fee: [Input]
Air Travel: [Input]
Rental Car: [Input]

Auto Travel:
Rates as of 1/1/2021
Personal Car Mileage @ \$.585 [Input] Miles
Airport Mileage @ \$.585 [Input] Miles

Other (please list): Miscellaneous Expenses as allowed per policy. Table with columns for Taxi, Parking, Baggage, Tolls.

Total Due: [Input]

I certify the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and conforms to the requirements of the State laws, rules and regulations.

Signature of Traveler Date:

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) listed above.

Signature of Approver Date:

Notes: