

Purpose
Travel related to expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business are eligible for reimbursement. Use when a cost comparison is needed: 1. Mileage vs Flight/Rail 2. Personal Days on Business Travel-Domestic

Traveler's Information	
Name of Traveler	Date(s) of Travel
Destination	Date(s) of Conference or Event

Reason
<div>Personal dates included in travel</div> <div>Using surface transportation (personal car, rail, etc) when air travel is more appropriate, or vice versa</div> <div>Taxi or ride share instead of other public transportation fares or driving</div> <div>Rental Share versa Hotel</div>
Justification

ESTIMATED COSTS	BUSINESS ROUTE	ALTERNATE ROUTE REQUESTED
Cost of airfare		
Train fare, Tax, Shuttle, etc.		
Rental vehicle		
Lodging		
Mileage (miles multiplied by current mileage rate)		
Meals		
Parking, tolls, etc.		
Other:_____		
Total Estimate:		

INSTRUCTIONS:

Attach backup documentation to support all costs provided in the chart above. For personal dates, include backup using both business dates of travel and alternative dates of travel.

Attach this form to Travel Requests and Travel Expense. Reimbursement limited to the lower cost.