

Student Travel Reimbursement Worksheet

IMPORTANT: You must complete Steps 1 & 2, then complete the other steps based on the travel expenses being claimed. Attach original receipts, include a copy of your approved travel authorization and, if applicable, include a conference/meeting agenda. Make copies for your records.

Current Date

STEP 1 Student's Name Student I.D.#
Mailing Address
Email Phone Number

STEP 2 Enter the date and time when you **left** USI. Date Time
Enter the date and time when you **returned** to USI. Date Time

STEP 3 Select your mode of transportation (below) and enter the dollar amount you are claiming here >

- Air Coach -- attach your e-receipt, flight itinerary and boarding passes.
- Personal Vehicle -- attach gas receipts **OR** claim mileage. You may only claim mileage if you used your personal vehicle. Go to www.usi.edu/busoff/travel/milechrt.asp for USI mileage rates and standards. If you use Mapquest to calculate miles driven, then include a copy of the route information and total miles claimed.
- University Vehicle -- attach a copy of the chargeback; **DO NOT** enter a value since you did not pay for it directly.
- Passenger in a vehicle -- you may submit gas receipts for reimbursement only if the owner of the vehicle did not request a mileage reimbursement. You may not claim mileage since it was not your car.

STEP 4 If you paid for shuttles, taxis, parking and/or tolls, enter the total amount here and attach original receipts. Provide the reason/purpose for each receipt submitted.

STEP 5 If you have lodging costs to claim, then attach the hotel receipt and enter the amount for room and tax only (no incidentals). The receipt must show the balance due is "0" and must be in your name. If necessary, you may submit your credit card statement as *additonal* proof. If so, then block out all personal informaton except for your name, the last four digits of the account and the relevent charge.

If you are claiming a Per Diem allowance for meals (see below) and you stayed at someone's home or lodging was provided to you at no cost, then you must provide the name, address and phone number of your host here.

STEP 6 If you are requesting meals, select **ONE** method below and enter the amount here >

- Per Diem allowance that is based on the lodging , departure and return information provided above. Go to www.usi.edu/busoff/travel/PerDiem.asp for USI Per Diem rates. Also complete 6a below.
- Meal receipts. If your financial manager approves reimbursement of meal receipts, then submit food receipts for yourself, keep tipping to the 15% guideline and do not include alcohol or its associated costs (tax & tip).

STEP 6a If you claimed Per Diem and meals were provided to you in your registration fee and/or hotel stay, then **deduct the value of those meals by entering a minus (-) sign and the total value in the box.** For meal values, go to www.usi.edu/busoff/travel/PerDiem.asp. (Disregard this section if you are not requesting reimbursement of a registration fee and/or hotel stay.)

STEP 7 Enter the total value of other travel expenses you are claiming; include original receipts and explanation.

Total Travel Reimbursement Claimed (add all values , remember to subtract any value in Step 6a)

I certify I have examined this claim, that travel was authorized from and to points claimed and for period and at the rate claimed, that same is correct, except as noted and is all pertaining to University business.

Student's Signature and Date