

INTERNATIONAL TRAVEL WORKSHEET

Professional travel reimbursement is limited to the items listed below. Reimbursements are allowed up to the following amounts. Please check the appropriate items. Attach this form to an expense account for payment.

MEALS

No single day travel meals allowed. Meal allotments must have overnight stay. Receipts are not required for routine meal allowances. Meal allowance includes tip.

	Tier IV
Breakfast (Must leave by 6:00am or extend beyond 9:00am)	\$13
Lunch (Must leave by 10:00am or extend beyond 2:00pm)	\$18
Dinner (Must leave by 4:00pm or extend beyond 8:00pm)	\$29

LODGING

ORIGINAL RECEIPTS ARE REQUIRED FOR LODGING REIMBURSEMENT.

Tier IV

_____ \$200.00 + tax Chicago, IL, International Cities

MILEAGE

_____ Mileage is reimbursable at .52 cents per mile. (Must have odometer readings or on-line mileage calculator)

Departure _____ Arrival _____ Total _____

AIRFARE

_____ **Tickets are to be purchased through state contracted travel agency (Carlson Wagonlit) only.**

Original airline receipt & itinerary is required for reimbursement.

Carlson Wagonlit Travel 1-888-239-1755

REGISTRATION FEES

_____ Must provide original receipts and copy of registration form for reimbursement.

MISC TRAVEL

Phone \$10.00 personal calls upon arrival and \$10.00 personal calls every second night after the first night excluding the last night.

Baggage tips not to exceed \$3.00 per lodging check in & out (total \$6.00) not to exceed \$3.00 per airport check in & out (total \$6.00)

Laundry 7 to 14 days \$20.00 for more than 14 days up to 21 days an additional \$20.00 and so on. Receipt required for reimbursement.

Reimbursement for alcohol is prohibited.

PERIOD OF TRAVEL

Reimbursement is requested for travel expenses incurred in the discharge of official duty in the period

From _____ am/pm _____, 20 ____

Expense to be charged to:

To _____ am/pm _____, 20 ____

Budget # Expenditure Code

Purpose of Trip _____ 550800

How did this benefit the University?
