

# Travel Worksheet

*Instructions:* Fill out this form **when you plan your trip** and submit it to the department office.

You must submit proof of payment/receipts for reimbursement.

Submit reimbursement requests within **20 days** of the conclusion of travel.

## Traveler Information

travel number

Traveler's full name,  
as given on passport or  
driver's license \_\_\_\_\_

Date of Birth \_\_\_\_\_ Cell/Home Phone \_\_\_\_\_  
University ID \_\_\_\_\_ Frequent Flyer # \_\_\_\_\_

ID to be used  passport OR  
for boarding  driver's license  
issued in (country) \_\_\_\_\_

exp. date \_\_\_\_\_

## Trip Information

Destination \_\_\_\_\_

- I have booked my flight.  
 Please book my flight.

Seat Preference  window  aisle

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

## Trip Purpose/Justification

Other reason:

Conference \_\_\_\_\_

Dates \_\_\_\_\_

Presenting?  yes  no

## Charges

Project or Activity To Be Charged \_\_\_\_\_

PI/Approving Authority \_\_\_\_\_

Travel Award Organization \_\_\_\_\_

Please attach documentation for travel award.

## Trip Expense Estimate/Actual

Expense Type	Description	Amount
Airfare		
Airfare Fee		
Personal Mileage		
Conference Registration		
Meals		
Lodging		
Car Rental		
Taxi, Bus, etc.		
Parking		
Audit Fee (required)	International = \$20. In-Utah Driving = \$8. Domestic Trip = \$12.	
Other		
Other		
	Total	

X \_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_ date

X \_\_\_\_\_  
Authorization Signature