

IMB TRAVEL EXPENSE WORKSHEET

Complete and submit to Sharon East, 117 KLB (seast@fsu.edu) for use in the Travel Authorization preparation no later than 5 days before travel or 25 days before travel for cash advance request. Your T-Auth must be created BEFORE travel begins.

TRAVELER: _____ Employee ID# (EMPLID) _____

Supervisor _____ Supervisor's Signature _____

Budget Number _____ Budget Manager's Signature _____

Traveler Mailing Address: _____

Telephone: _____ E-mail address: _____

Depart from: _____ Destination(s): _____

Date and estimated Time of departure: _____ Date and estimated Time of return: _____

Purpose of Trip (with name of meeting/conference – No acronyms): _____

Presenting a Paper or Poster? No Yes

Benefit to Sponsored Project (**REQUIRED**): _____

Is any non-business travel time included? Explain: _____

Travel Advance Needed? _____ (Your request must be submitted **25 days in advance of travel**)

Travel Advances are not for reimbursement in advance of trip for registration or airfare. This is for cash to be deposited into your account approximately one week before trip. Upon return, your receipts will determine whether you are owed more money or you have to reimburse FSU if your cash advance was greater than your expenses. You will need to email the Travel Office (travel@admin.fsu.edu) for approval.

ESTIMATE YOUR TRAVEL EXPENSES (be as accurate as possible, but only estimates are needed now):

Airfare: \$ _____ Airline Carrier: _____ Ground Travel (bus, taxi): \$ _____

Rental Car (Enterprise): \$ _____ Personal Vehicle: _____ miles @ 44.5¢ mile = \$ _____

Lodging: \$ _____ Meals**: \$ _____ **OR** Per Diem*** ONLY: \$ _____

Registration: \$ _____ Miscellaneous: \$ _____ **TOTAL ESTIMATE: \$ _____**

Will you split expenses with another traveler? If so, name(s) and details: _____

Additional Information: _____

Receipts for hotel, airfare, gas, registration, parking, etc. must be submitted within 3 days of return.

Note—registration and airfare are the only expenses that can be reimbursed in advance with receipts.

*FSU has a contract with Enterprise, which includes insurance. All rentals should be through Enterprise/National unless circumstances are very unusual.

** Meals will not be reimbursed by receipt. There is a set meal allowance: Breakfast (\$6) when travel begins before 6 am and extends beyond 8 am;

Lunch (\$11) when travel begins before 12 noon and extends beyond 2 pm; Dinner (\$19) when travel begins before 6 pm and extends beyond 8 pm.

***Per Diem is reimbursed at \$20 per quarter day or \$80 if traveling for the entire day. No lodging may be claimed if using Per Diem.