

IMB TRAVEL EXPENSE WORKSHEET

Complete and submit to Sharon East, 116 KLB (seast@fsu.edu) for use in the Travel Authorization preparation. Your T-Auth must be created BEFORE travel is booked.

TRAVELER: _____ Employee ID# (EMPLID) _____

Supervisor _____ Supervisor's Signature _____

Budget Number _____ Budget Manager's Signature _____

(Budget to be charged if using funds other than MOB; if only using MOB and COGS travel funds you can leave blank)

Date of COGS application: _____

REQUIRED Link to online application is on IMB website. Must be submitted no later than 10 days before travel starts.

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: _____

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

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

Carrier: Rental Car* : \$ _____ 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: _____

***Airfare must be purchased in Concur**

***FSU has a contract with Avis/Budget which includes insurance. All rentals should be through Avis, and at the compact rate, unless circumstances are very unusual.**

***ABSTRACT FEES AND COMBINATION ABSTRACT/REGISTRATION FEES MUST BE PAID WITH A P CARD OR PO**

Registration and airfare are the only expenses that can be reimbursed in advance with receipts.

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

*Lodging in excess of \$175 per night will require a justification *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 day. entire day. No lodging may be claimed if using Per Diem.