

**Voiland School of Chemical Engineering and Bioengineering  
Travel Expense Worksheet**

<b>Traveler Name:</b>	<b>Start/End Dates of Travel:</b>
<b>Department:</b>	
<b>WSU ID:</b>	<b>Start Time of Travel:</b>
<b>Mailing Address:</b>	<b>End Time of Travel:</b>
<b>City, State, Zip:</b>	<b>Supervisor:</b>
<b>Traveler's Email:</b>	<b>Traveler's Phone:</b>

Purpose / Details

**MEALS (per diem) claimed (enter by each day following example):**

Date	Location <u>start of day</u>	Location <u>end of day</u>	Location <u>at Breakfast</u>	Location <u>at Lunch</u>	Location <u>at Dinner</u>
01/03/12	Pullman	Washington DC	N/A	Denver, CO	Washington DC

**MILEAGE claimed (if traveling in personal vehicle, see example):**

Date	Starting Location	Ending Location	Point to Point Mileage	Vicinity Mileage
01/03/12	Pullman	Spokane	76	2

**Other Expenses / Receipts to be reimbursed (itemized zero balance due original receipts required: see example):**

Date	Paid To	For (description of expense)	Amount
01/03/12	Holiday Inn Express, Spokane	lodging for one night	\$ 77.00

Please return this form with **ORIGINAL RECEIPTS** to Wegner Hall 105 or zip: 6515; Attention Nicole Cannon