|  |
| --- |
| **CAS Business Center Travel Reimbursement Form** |
| Preparer’s Name:      | Preparer’s Dept:      | T Number:      | Today’s Date:Click here to enter a date. |

|  |  |
| --- | --- |
| Name:       | Travel Type: Choose an item. |
| PID:       | Travel City:       |
| Departure Date: Click here to enter a date. | Travel State:       |
| Departure Time:       Choose an item. | Travel Country:       |
| Return Date: Click here to enter a date. | Travel Purpose:       |
| Return Time:       Choose an item. |
| Exchange Rate:       (Out of Country Travel Only) |
| Are any travel expenses paid by an outside party? Choose an item. |

|  |
| --- |
| **Required Financial Information** |
| Business Unit | Fund | Source | Dept ID | Program |
|       |       |       |       |       |

|  |  |
| --- | --- |
| **Required for Contracts & Grants** | **Department Specific Information** |
| PC Business Unit | Project ID | Activity | Cost Code 1 | Cost Code 2 | Cost Code 3 |
|       |       |       |       |       |       |

|  |  |
| --- | --- |
| Registration Fee:       | Airfare:       |
| Lodging Total:       | CABS Issued? Choose an item. |

|  |
| --- |
| **Reimbursement Details** |
| **Mileage Rate:** | Miles Driven:      (Please include a map showing actual door to door travel) |
| [ ]  Enterprise Rental Car [ ]  Personal Car (58 cents per mile for round trips that do not exceed 100 miles and 33 cents per mile for round trips exceeding 100 miles.)  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

*Please return this completed form to your department Administrative Manager with the appropriate supporting documentation.*

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |

|  |  |  |
| --- | --- | --- |
| Day: Click here to enter a date. | Transportation Description/Cost(Taxi, subway, parking, etc):      | Other Expense Description/Cost(Internet, supplies, etc):      |
| **Mark selection if electing to take meal per diem:**Breakfast $8.40 [ ]  Lunch $11.00 [ ] Dinner In State $18.90 [ ] Dinner Out of State $21.60 [ ]  |