



# Statement of Travel Expenses

Type or print in ink

Name \_\_\_\_\_ School/Dept/Position \_\_\_\_\_

Destination \_\_\_\_\_ Purpose \_\_\_\_\_

Departed/Began Travel Status: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Returned/Ended Travel Status: Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Note: If you are claiming entitlement to all three meals in any one given day, you may claim the total per diem in the "Total for Day" column. If any meals are provided as part of registration expense, traveler should adjust meals claimed accordingly.)

Total Day Per Diem In-State \$61 Out-of-State \$66	Date	Incidentals In/Out-of- State \$5	Breakfast In-State/\$10 Out-of-State/\$11	Lunch In-State/\$15 Out-of-State/\$16	Dinner In-State/\$31 Out-of-State/\$34	TOTAL for Day
First Day/ Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
<b>SUBTOTAL</b>						

\*Hotel/Lodging (Omit if paid by District) \_\_\_\_\_

\*Travel via Air or \_\_\_\_\_ (Omit if paid by District) \_\_\_\_\_

Personal Vehicle \_\_\_\_\_ Miles @ \_\_\_\_\_ ¢ per mile \_\_\_\_\_

\*Registration (Omit if paid by District) \_\_\_\_\_

\*Other (please specify): \_\_\_\_\_

Deduct: Travel Advance \_\_\_\_\_

**\*Itemized receipts must be attached.**

**GRAND TOTAL**

FOR ACCOUNTING OFFICE USE ONLY:

Account Code: \_\_\_\_\_

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date