

**Voiland College of Engineering and Architecture
Travel Expense Worksheet**

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

Purpose / Details

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

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

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

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

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

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

Please return this form with **ORIGINAL RECEIPTS** to Dana Hall 152 or zip: 2718; Attention TRAVEL