# Travel Expense Summary Worksheet

**Trip Purpose/Description:**

**Trip Authorized by:**

**Trip Approved by:**

**Departure Date:**

**Return Date:**

### Expense Description

<table>
<thead>
<tr>
<th>Date</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Jun</td>
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<td>6-Jun</td>
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<td>7-Jun</td>
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</tbody>
</table>

**Per Diem Meals (GSA Limits)**

1. Check all that apply and fill in daily total.

2. Total: $

**Taxi/Shuttle**

**Telephone**

**Parking/Tolls**

**Lodging**

**Rental Car**

**Mileage**

0.56 Rate per mile

**Transportation**

- Air
- Rail
- Bus

**Other 1**

**Other 2**

**Other 3**

**Other 4**

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1. Expense items greater than $15 require receipts

2. Attach proof of mileage calculation

Green Boxes are for data entry

<table>
<thead>
<tr>
<th>Less Prepaid:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Employee share and/or other sources:</td>
<td></td>
</tr>
<tr>
<td>Reimbursement Amt for DPR:</td>
<td></td>
</tr>
</tbody>
</table>

Updated 7/7/2014