



ESTIMATE of TRAVEL EXPENSES WORKSHEET

Attach to the back of the Travel Request Form when requesting a travel advance

Note: Do not include expenses you have already incurred and received reimbursement for

Traveler Name:

Transportation:

Private Vehicle: # of miles x Mileage Reimb. Rate = \$0.00

Airfare: =

Car Rental: =

Lodging (room rate & related taxes):

x # of days = \$0.00

Meals and Incidentals (maximum allowed):

		# of days		Total
Breakfast	\$10.00	<input style="width: 50px; height: 20px;" type="text"/>	=	<input style="width: 50px; height: 20px;" type="text"/> \$0.00
Lunch	\$15.00	<input style="width: 50px; height: 20px;" type="text"/>	=	<input style="width: 50px; height: 20px;" type="text"/> \$0.00
Dinner	\$25.00	<input style="width: 50px; height: 20px;" type="text"/>	=	<input style="width: 50px; height: 20px;" type="text"/> \$0.00
Incidental (allowed after 1st day)	\$5.00	<input style="width: 50px; height: 20px;" type="text"/>	=	<input style="width: 50px; height: 20px;" type="text"/> \$0.00

Other expenses (ie: gas, parking, registration, etc):

Description	Amount

Total Estimated Expenses = \$0.00