

Estimate of Travel Expenses

NAME OF PERSON TRAVELING	UK PERSON ID	POSITION

Today's Date _____

From (Origin) _____ To (Destination) _____

Date(s) of trip _____

ESTIMATED EXPENSES	Amount	Procard <input type="checkbox"/>	Personal funds <input type="checkbox"/>
Airfare			
Hotel			
Registration			
Ground transportation (taxi, shuttle, rental car)			
Airport parking			
Baggage fees			
Mileage (if driving personal vehicle; see note below for rate info)*			
Tolls			
Meals (see note below for more information)**			
Total			

***Mileage** - Contact April for the mileage rate allowable for the expense account being used for this travel.

****Meals** - Meals are reimbursed based on the per diem rate for the destination. Go here to determine the per diem for this travel: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Comments/Additional Information

I acknowledge and approve of the above expenses. I also agree that any personal funds used on this trip, as outlined above, may be reimbursed to the traveler in accordance with UK guidelines

Signature of Supervisor

Date

A copy of the Department **Request for Authorization to Travel/Intent to Travel** must accompany this form. Also, include as much documentation as possible re: estimates (e.g., printout from Concur with info of potential flights, etc.)

If you are applying for a **student travel award**, indicate that in the comments section above, and state the amount you are requesting. Submit your confirmation of abstract submission with this form as part of the application process.