

Travel Expense Itemization Sheet

Instructions

You must enter all dates on this form in the MM-DD-YY date format.

NOTE: You must tab out of the last field you enter data into in order for the data in that field to appear on the printed form.

Complete the Travel Expense Itemization Sheet by entering data into the following fields:

1. **Traveler:** Enter the traveler's name.
2. **SS#:** Enter the traveler's social security number.
3. **Department:** Enter the traveler's home department.
4. **Destination and purpose:** Enter the traveler's destination and the purpose of the trip.
5. **Departure date:** Enter the traveler's departure date.
6. **Time:** Enter the traveler's departure time.
7. **Return date:** Enter the date of the traveler's return.
8. **Time:** Enter the time of the traveler's return.
9. **Primary method of travel (if not prepaid):** Enter the primary method of travel to and from the business destination(s).

Airfare: Enter the amount of the airfare.

Class: Enter the class of air travel utilized, i.e. coach, business.

Automobile: Multiply the current automobile usage rate per mile times the number of miles traveled en route. Enter the total in the field.

(Note: Reimbursement for mileage when using private automobiles may not exceed coach airfare or other modes of travel such as bus or train.)

Other: Enter the amount incurred for other modes of travel such as bus or train. (Note: Reimbursement for mileage to and from the business destination must be recorded.)

10. **Date:** Enter the month and day for each day of travel.

11. **Mileage:** Enter the number of miles. The form will multiply the miles by the default mileage rate in the total cost field.

12. **Other Transportation:** Enter the amount requested for ground transportation. For example, include the taxi fare between the traveler's home and the airport. Also include transportation between the airport and the hotel, and other transportation at the point of destination.
13. **Lodging or lodging per diem:** Enter the amount requested for lodging at the point of destination. Lodging reimbursement is not allowed en route if a personal automobile is used if the point of destination could be reached in one day by air, unless an overall savings resulted in driving to and from the point of destination.
- If the reimbursement request is for foreign travel, the "lodging per diem" may be entered in this column. Tulane uses the Dept. of State per diem rates (published monthly) unless otherwise specified by the grant or contract. These rates may be obtained from the TMC Office of Grants and Contracts Administration or from the Accounting Office. If a combined "lodging, meals, and incidental expenses per diem" rate is used, this column should be left blank and the amount of the combined per diem entered in the Combined Per Diem column (field 16).
Departments may set a limit on amounts allowed for reimbursement. Receipts are required even if per diem rates are used for reimbursement.
14. **Meals:** Enter the amount requested for meal reimbursement. Do not use this area if reimbursement for meals is by per diem rates.
15. **M & IE per diem:** Enter the per diem amount requested for meals and incidental expenses. If this field is chosen, do not enter amounts in field 14.
- Tulane uses the Dept. of State per diem rates (published monthly) unless otherwise specified by the grant or contract. These rates may be obtained from the TMC Office of Grants and Contracts Administration or from the Accounting Office. If a combined "lodging, meals, and incidental expenses per diem" rate is used, this column should be left blank and the amount of the combined per diem entered in the Combined Per Diem column (field 16). Receipts are required even if per diem rates are used for reimbursement.

16. **Combined per diem (L+M&IE):** Enter the per diem requested for combined lodging, meals, and incidental expenses. If this field is chosen, do not enter amounts in fields 13, 14, and 15.
- Tulane uses the Dept. of State per diem rates (published monthly) unless otherwise specified by the grant or contract. These rates may be obtained from the TMC Office of Grants and Contracts Administration or from the Accounting Office. Note: This is not a sum of fields 13 and 15, but a separate category for those using a combined per diem rate.
17. **Other expenses:** Itemize miscellaneous business expenses, such as tips, telephone, parking, registration fees, miscellaneous supplies, etc. Any expenses for entertainment of colleagues should be included here, and justified in field 20 below.
18. **TOTAL:** This column totals the amounts on the line (row).
19. **TOTAL:** This line totals the columns above.
20. **Justification:** Enter an explanation of any items that warrant further description. Justify entertainment here.
21. **Subtotal expenses:** This field totals all expenses except the primary method of travel expenses (field 9).
22. **Airfare (if not prepaid):** Enter the amount for primary travel to and from destination if not prepaid (for example, payment paid directly to travel agency, airlines, Amtrak, etc.).
23. **Total Expenses:** This field sums fields 21 and 22.
24. **Amount requested for reimbursable expenses:** Enter the amount requested for reimbursable expenses. This amount may differ from total expenses if a portion of the expenses are being paid by someone else or if a limit to expenses had been set by the department.
25. **Traveler's signature:** Sign the Travel Expense Itemization Sheet. All travel expenses for Tulane employees must be signed by the traveler. Signatures on behalf of the employee are not acceptable.