

Travel Expense Itemization Sheet

Traveler: _____ SS#: _____

Department: _____ TUID# _____

Destination & purpose: _____

Departure date: _____ Time: _____ Return date: _____ Time: _____

Primary method of travel: Airfare: \$ _____ Class: _____ Automobile: \$ _____ Other: \$ _____
 (if not prepaid) [rate/mile x (# of miles)]

Date		*Mileage rate per mile	Other Transportation (taxis, etc.)	Lodging or Lodging per diem	Meals			M & IE per diem	Combined per diem (L+M&IE)	Other expenses		TOTAL
Month	Day	# of miles	Total Cost	Amount	Bkfst	Lunch	Dinner			Item	Amount	
TOTAL												

If justification is required for any item, please explain below:

Subtotal expenses: _____

Airfare (if not prepaid): _____

Total expenses: _____

Amount requested for reimbursable expenses: _____

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

 Traveler's signature (*required*)

***Mileage Reimbursement Rates:**
2018 Rate Effective January 1, 2018: 54.5 cents/mile (enter on form as .545)
2019 Rate Effective January 1, 2019: 58.0 cents/mile (enter on form as .58)
Note: Mileage funded by a private or an outside agency may be subject to a different rate schedule.