

Department of Physics (MC 0435)  
322 Robeson Hall,  
850 West Campus Drive  
Blacksburg, Virginia 24061

**TRAVEL REIMBURSEMENT WORKSHEET**

Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Date/Time Departed: \_\_\_\_\_

Date/Time Returned: \_\_\_\_\_

# Miles (Personal Auto): \_\_\_\_\_ Motor Pool (Y/N): \_\_\_\_\_

Rode with: \_\_\_\_\_

Airline: TA or P-card (yes/no): \_\_\_\_\_ Personal funds/amount: \_\_\_\_\_

Explain other P-card usage: \_\_\_\_\_

**•EXPENSES•**

**Please provide original receipts either by email or in person.**

(Day 1) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_

(Day 2) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_

(Day 3) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_

(Day 4) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_

(Day 5) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Day 6) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Day 7) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Day 8) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Day 9) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Day 10) Date: \_\_\_\_\_ Lodging Amount: \$ \_\_\_\_\_  
M&IE Amount: \$ \_\_\_\_\_ Other daily expenses\*: \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Other daily expenses include taxi, limo, tolls, baggage handling, porter, parking (where?),  
Conference registration, rental car, etc.

> **Traveler Signature:** \_\_\_\_\_

**Please verify Funding Source:** \_\_\_\_\_

Please return completed form and all itemized original receipts to the contact in the header.

Per Diem Link: <http://www.gsa.gov/portal/category/100120>