

**The University of Texas at Austin**  
 Department of Geological Sciences  
**TRAVEL EXPENSE CLAIM WORKSHEET**

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

Status: (Student, GRA, faculty, Staff, Other) \_\_\_\_\_ GRA

NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

EID: \_\_\_\_\_

RTA # (Travel Approval Ref # (see UT travel confirmation): \_\_\_\_\_

TRAVEL TIME	DATE	TIME	AM/PM
Leave			
Return			

TRANSPORTATION: Attach receipts				
TYPE	DATE	FROM	TO	AMOUNT
Airfare <sup>(a)</sup>				
Airfare <sup>(a)</sup>				
Rental Car				
Rental Car				
Taxi				
Taxi				\$ -
<b>TRANSPORTATION TOTAL</b>				<b>\$ -</b>

<sup>(a)</sup> Do not include amounts directly billed to UT

PERSONAL CAR MILEAGE <sup>(b)</sup> - Rate: \$0.535 per mile			
DATE	FROM	TO	MILEAGE
		<b>Total Miles</b>	<b>0.00</b>
<b>CAR TOTAL</b>			<b>\$ -</b>

<sup>(b)</sup> There is a state set mileage between cities. Alternatively, please attach a print out with the miles search from google or another search engine.

<sup>(d)</sup> Comments:

*Note: In order to expedite your travel reimbursement, please tape down your receipts to a separate sheet of paper. When arranging your receipts, follow the order of the sections above and attach them to the worksheet*

TRAVEL OUTSIDE U.S.

Conversion rate used: 1 USD = \$ \_\_\_\_\_

MEALS/LODGING (DAILY Itemized) - Attach receipts for lodging. Include only your own expenses, regardless of who paid the travel expense. Prepare a separate claim for additional guests. Maximum meal per-diem: \$51/day.			
DATE	MEALS	HOTEL <sup>(c)</sup>	HOTEL TAX
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Subtotals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MEALS AND HOTEL TOTAL</b>			<b>\$ -</b>

<sup>(c)</sup> Please put nightly rate only - do not include hotel taxes. They are entered separately.

OTHER EXPENSES: Attach receipts	AMOUNT	
Gasoline (Omit if miles are requested)	\$ -	
Internet Charges (State/UT business)	\$ -	
Parking Fees	\$ -	
Phone Charges (State/UT business)	\$ -	
Registration Fees	\$ -	
Airport baggage fees (justification required in the comments section)	\$ -	
Miscellaneous (include detail below)	\$ -	
	\$ -	
	\$ -	
<b>OTHER TOTAL</b>		<b>\$ -</b>

TOTAL REIMBURSEMENT REQUESTED: \$ -  
 Initials: \_\_\_\_\_

**By submitting this claim form you declare that the expenses listed are true and correct UT Business expenses and that you have not received funding for any expenses claimed from any other funding source. This includes external or UT grants or fellowships, offers of cost reimbursement from other entities, meal functions that were no-cost to you (if claiming per-diem).**