

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

STATUS: (Student, GRA, Faculty, Staff, Other) _____

DESTINATION: _____

RTA # (See UT travel confirmation for approval ref #) _____

| TRAVEL TIME | DATE | TIME | AM/PM |
|-------------|------|------|-------|
| Leave | | | |
| Return | | | |

| TRANSPORTATION ^(a) : Attach receipts | | | | |
|---|------|------|----|--------|
| TYPE | DATE | FROM | TO | AMOUNT |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TRANSPORTATION TOTAL | | | | |

(a) **Do not** include amounts directly billed to UT (booked thru Anthony Travel)

| PERSONAL CAR MILEAGE ^(b) - Rate: \$0.655 per mile | | | |
|--|------|-------------|---------|
| DATE | FROM | TO | MILEAGE |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Miles | |
| CAR TOTAL | | | |

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

*** Individual RTAs are required for multiple guests**

(d) Comments:

Note: In order to expedite your travel reimbursement, please submit all receipts and screenshots in black and white. 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 =

[illegible]

^(c) *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) | |
| | |
| | |
| OTHER TOTAL | |

TOTAL REIMBURSEMENT REQUESTED

Initials: _____ **RTA Amount**

Surplus/(Overage)

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, and meal functions that were no-cost to you (if claiming per-diem).