

Travel Summary Form

Name _____ Empl ID # _____

Dept _____ Stop # _____

Purpose of Trip _____

Destination _____

Departure Date _____ Time _____ (If flying, time left for airport)

Return Date _____ Time _____

Dates of Travel	<u>Meals Not Provided</u>			<u>Lodging Reimbursement</u>		<u>Personal Vehicle Mileage</u>
	Breakfast <small>6-11:59am</small>	Lunch <small>12-5:59pm</small>	Dinner <small>6pm-12am</small>	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Lodging Fee: \$ _____

Parking Fee: \$ _____

Flight Fee: \$ _____

Conference Fee: \$ _____

Luggage Fee:

Shuttle/Taxi:

Outbound Flight \$ _____

Arrival \$ _____

Return Flight \$ _____

Departure \$ _____

(Justification for additional bags)

Funding: _____

Other Comments:

Date

Attach receipts and conference agenda.
Send to Sarah Quanrud, sarah.quanrud@und.edu