

## 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 (taxi,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:

2015 Rate Effective January 1, 2015: 57.5 cents/mile (enter on form as .575)

2014 Rate Effective January 1, 2014: 56.0 cents/mile (enter on form as .56)

Note: Mileage funded by a private or an outside agency may be subject to a different rate schedule.