

TRAVEL EXPENSE WORKSHEET

The University of Arizona

ESTIMATED TRAVEL EXPENSE WORKSHEET (OPTIONAL)

Out of State – Domestic Out of State – Foreign In State

Private Vehicle

Odometer readings

Mileage: Start _____ End _____ Total miles _____ \$ _____.

Designated Yes No \$ _____.

Meals and Incidentals: \$ _____.

Public Transportation: University vehicle Yes No

Private Aircraft _____.

Commercial Aircraft Coach _____.

Commercial Aircraft First Class _____.

Charter Aircraft _____.

Taxicabs _____.

Rental Vehicle _____.

Other – specify _____, _____.

_____, _____.

_____, _____.

TOTAL PUBLIC TRANSPORTATION: \$ _____.

Miscellaneous: Registration fees _____.

Parking fees;
Telephone; fax;
postage; other: _____.

TOTAL MISCELLANEOUS: \$ _____.

Total Estimated Expense: \$ _____.

IMPORTANT: A Travel Authorization must be completed prior to all official University travel activities even if travel expenses will not be charged to the University. This ensures that travel plans are authorized, that funds are available and the traveler while in travel status is insured through Risk Management.