

Post Travel Form
Department of Geoscience
For Expense Report

Traveler Name: _____

Destination: _____

Funding (Worktag #): _____

Depart LV: Date: _____ Departing Time: _____ Arrival Time: _____

Return to LV: Date: _____ Departing Time: _____ Arrival Time: _____

Claiming Meal Per Diem? YES ☐ NO ☐ **Claiming Full Per Diem available?** YES ☐ Other: _____

Were any meals **provided** or hosted during travel? ie. Meals/Receptions attended during conference? YES ☐ NO ☐

If yes, detail here: _____

Account for all travel expenses related to your trip, regardless of payment type

		Payment Method		<u>Itemized</u> receipts are required for reimbursable expenses
Description	Amount	Pcard	Personal Funds	Comments:
Airfare		☐	☐	
Lodging		☐	☐	
Rental Car		☐	☐	
Gas		☐	☐	
Tolls		☐	☐	
Parking		☐	☐	
Ground Transportation		☐	☐	
Hosting		☐	☐	
Conference Registration		☐	☐	
Other:		☐	☐	