

Worksheet for Filing a Travel Claim

TA #

Traveler Name:

Address for Payment:

Purpose of Trip:

| Dept. Date | Time | Departing From | | Destination | Means |
|------------|------|----------------|----|-------------|-------|
| | | | to | | |
| | | | to | | |
| | | | to | | |
| | | | to | | |
| | | | to | | |
| | | | to | | |
| | | | to | | |

Trip Ended:

(This is the date and time the trip ended)

| | | |
|-----------------------|-------------|--------|
| Mileage Rate: | 0.42 | |
| Official Hwy Miles: | | \$0.00 |
| Vicinity Miles: | | \$0.00 |
| Airfare: | | |
| Car Rental: | | |
| Parking: | | |
| Registration: | | |
| Meals: | | |
| Lodging: | | |
| Lodging Special Code: | | |

| TAXI (METRO) | | | |
|--------------|--|------|--|
| 1st: | | 2nd: | |
| 3rd: | | 4th: | |
| 5th: | | 6th: | |

| Miscellaneous Reimbursable Expenses | |
|-------------------------------------|--------|
| Description | Amount |
| | |
| | |
| | |
| | |

| | |
|--------------------|--------|
| Claim Total: | \$0.00 |
| Travel Card Total: | \$0.00 |
| Travel Advance: | \$0.00 |

| Traveler Card Expenses | |
|--------------------------------------|--|
| Airfare: | |
| Car Rental: | |
| Parking: | |
| Registration: | |
| Meals: | |
| Lodging: | |
| Miscellaneous Traveler Card Expenses | |
| | |
| | |
| | |
| | |

Total Amount Owed or Due Traveler: \$0.00

Traveler's Signature

Supervisor's Signature

Comments: