**Travel Expense Log**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure from home, Date *& Time:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Arrival home, Date *& Time:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Receipt Requirements (For complete details, please refer to the*** [***Travel Portal***](https://fa.oregonstate.edu/travel-1)***, which includes a link to the OSU*** [***Travel Policy***](https://fa.oregonstate.edu/fiscal-program/fiscal-policy-manual/fis-old-number/400-expenditures/411-travel)***.):***

***Meals are reimbursed with Meals & Incidental Expenses (M&IE) per diem*** *(*[*see rates here*](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us)*). Therefore, you do not need to submit receipts for meals, except in special circumstances (such as entertaining, paying for group meals, etc., in which case please list the names and affiliations of those you paid for and provide justification for the expenditure).*

*“The* ***M&IE per diem*** *includes costs which are incidental to travel — laundry, cleaning/pressing of clothing, and fees or gratuities for services such as waiters, bell hops, and baggage handlers. These types of expenses cannot be listed or reimbursed separately.” Reasonable tips for taxis/shuttles are reimbursable.*

***Overnight lodging is reimbursed based on actual receipts*** *and must be within established per diem rates for the location. Noncommercial lodging (staying with friend/family) is reimbursed at $25/night.*

*Please note that all receipts for which you are requesting reimbursement must be itemized and clearly indicate that the balance has been paid in full.*

**Per Diem ClaimedHotelNoncomm. Overnight Location: City, State (REQUIRED):**

**B’fast Lunch Dinner *(receipt)*  lodging**

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ☐ ☐ ☐ ☐ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐ ☐ ☐ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐ ☐ ☐ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐ ☐ ☐ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐ ☐ ☐ ☐ \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Personal Mileage (for multiple trips, please use a mileage log):**

*Date \_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rt/ow)*

*Starting odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Miles \_\_\_\_\_\_\_\_*

**Receipts/Materials Included:** Airfare ☐ Luggage fees ☐ Hotel ☐ Car rental ☐ Gas ☐ Parking ☐

Taxi/shuttle ☐ Supplies ☐ Conference/Meeting agenda ☐

**\*Misc. Travel Expenses** *(itemize any that lack receipts):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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