

Travel Expense Details

Upon completion of your trip, please indicate the expenses that apply below.
Email this document along with applicable receipts for airfare, lodging, car rental,
registration, membership dues & any other expenses exceeding \$75.00 to costravel@purdue.edu.

Name of Traveler: _____

Email: _____

Departure from West Lafayette:

Actual Date: _____ Time: _____

Return to West Lafayette:

Actual Date: _____ Time: _____

Destination(s): *(list all)*

Personal Time: *(list dates)*

Expenses: *(mark & insert amount you wish to claim)*

Amount Requested:

Mileage to/from _____

(Concur will calculate amount)

Parking

\$ _____

Airfare

\$ _____

Lodging ***

\$ _____

Registration

\$ _____

Rental Car ***

\$ _____

Rental Car Fuel

\$ _____

Taxi/Shuttle to/from _____

\$ _____

Taxi/Shuttle to/from _____

\$ _____

Train/Metro to/from _____

\$ _____

Per Diem/Subsistence

(Concur will calculate daily rate)

* Indicate meals **that were provided to you**

of Breakfasts _____ Date(s) _____

of Lunches _____ Date(s) _____

of Dinners _____ Date(s) _____

If you wish to claim a reduced amount for per diem, enter here: \$ _____

Other Expense _____

\$ _____

*** Original Receipt **Must** be ITEMIZED to include room rate & tax for hotel and all charges for rental vehicle

Business Purpose for Traveling: *(include names of Conference, Paper/Poster, University, &/or Collaborators)*

PI or Faculty Name: _____

Account(s) to Charge: _____