

**TRAVEL WORKSHEET – FACULTY PLEASE FILL IN SHADED AREAS (10-01-2017)\***

Name: \_\_\_\_\_ NAU ID# \_\_\_\_\_ City & State **OR** COUNTRY: \_\_\_\_\_

COUNTY **OR** "Foreign": \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ // Return Date: \_\_\_\_\_ Presenting?  YES  NO

Name of Paper: \_\_\_\_\_

NAU Authorized Driver:  YES  NO // NAU Vehicle:  YES  NO // Driver's License # \_\_\_\_\_

To become an authorized driver start here: <https://nau.edu/facility-services/safety-training/> "Authorized driver program"

<b>We can no longer reimburse pre-paid expenses.</b>	<b>Estimated Cost</b>	<b>Travel Auth #</b>	<b>Actual Cost</b>	<b>Exp Report #</b>
<b>(Auth Driver Only)</b> In-St Out-St Foreign <b>MILEAGE</b> (7601-01) (7602-01) (7604-01) # of miles (round trip) x 44.5 cents/mile <i>Must Include Memo to Justify Driving Own Vehicle Out-of-State.</i>	\$ _____	\$ _____	\$ _____	\$ _____
<b>PER DIEM / MIEs</b> In-St Out-St Foreign (7601-02) (7602-02) (7604-02) <i>See Next Page or Back for More Information.</i>	\$ _____	\$ _____	\$ _____	\$ _____
<b>PUBLIC TRANSPORTATION</b> In-St Out-St Foreign (7601-03) (7602-03) (7604-03)  Airfare: \$ _____ Taxi: \$ _____ Train: \$ _____ Shuttle/Bus: \$ _____  <i>Receipts and Itinerary are Required with Claim.</i>	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
<b>LODGING</b> In-St Out-St Foreign (7601-04) (7602-04) (7604-04)  _____ nights @ \$ _____ per night = \$ _____  <i>MUST Submit a Zero Balance, Itemized Receipt.</i>	\$ _____	\$ _____	\$ _____	\$ _____
<b>(Auth Driver Only)</b> In-St Out-St Foreign <b>RENTAL CAR</b> (7601-05) (7602-05) (7604-05)  <i>Prior Permission, Receipt, &amp; Rental Agreement Req.</i>	\$ _____	\$ _____	\$ _____	\$ _____
<b>(Auth Driver Only)</b> In-St Out-St Foreign <b>GAS &amp; OIL</b> (7601-06) (7602-06) (7604-06) --- for Rental Cars ONLY --- <i>Receipts Required (NOT paid if claiming mileage).</i>	\$ _____	\$ _____	\$ _____	\$ _____
<b>OTHER</b> (ie, airport parking, phone, fax, luggage, etc.) In-St Out-St Foreign (7601-00) (7602-00) (7604-00)  \$ _____ \$ _____ \$ _____  <i>Receipts Required.</i>	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
<b>CONFERENCE REGISTRATION FEES</b> (759130) Pre-Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO // Attach Receipt (Required).	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTALS:</b>	\$ _____	\$ _____	\$ _____	\$ _____

Amt Approved by Chair: \$ \_\_\_\_\_ // Amt Approved by CIE: \$ \_\_\_\_\_

Amt Approved by GSG: \$ \_\_\_\_\_ // Amt Approved by Dean: \$ \_\_\_\_\_

**TOTAL APPROVED SUPPORT: \$ \_\_\_\_\_**

# TRAVEL WORKSHEET

Note: Per Diem is Lodging **PLUS** Meals & Incidental Expenses (MIEs).

Please go to link for which Continental U.S. MIE rate to use: <https://nau.edu/Comptroller/Travel/>  
**CHOOSE the latest Index Option, if the date of that index is greater than 10.01.17, those are correct vs these.**  
*Note of the maximum per night lodging rate if not staying at a documented Conference Hotel.*

Times to be used for Reductions Only	Meal	Continental U.S. MIE Rates						Foreign
		10-01-2017						
Leave before 6:00 AM	Breakfast	8.00	9.00	10.00	11.00	12.00	13.00	20%
Leave before 11:00 AM Return after 2:00 PM	Lunch	11.00	11.00	13.00	14.00	15.00	16.00	25%
Return after 8:00 PM	Dinner	21.00	24.00	26.00	29.00	32.00	35.00	55%
<b>Daily Totals</b>		<b>41.00</b>	<b>44.00</b>	<b>49.00</b>	<b>54.00</b>	<b>59.00</b>	<b>64.00</b>	<b>100%</b>

75% of Full Day Rates to be Used on Travel Days	Meals	Continental U.S. MIE Rates					
		10-01-2017					
	Full Day	<b>30.75</b>	<b>33.00</b>	<b>36.75</b>	<b>40.50</b>	<b>44.25</b>	<b>48.00</b>

Use this table to calculate the MIE amount you want to request. Travel Days are at 75% of Total Day rate.

Date							
Day of Wk	SUN	MON	TUE	WED	THU	FRI	SAT
Breakfast							
Lunch							
Dinner							
<b>Daily Totals</b>							

Date							
Day of Wk	SUN	MON	TUE	WED	THU	FRI	SAT
Breakfast							
Lunch							
Dinner							
<b>Daily Totals</b>							

**Please use these Links to figure your Per-Diem (MIEs & Maximum per night lodging rate):**

Continental U.S.: *SEE LINK AT THE TOP OF THIS PAGE.*

Foreign Countries and Non-Contiguous United States (Hawaii, Alaska, American Samoa, etc.):  
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> BE SURE to unclick Military Installations.

Currency Converter: <http://www.oanda.com/currency/converter/> >> Date must be from date of purchase.