GLC TRAVEL WORKSHEET – *FACULTY PLEASE FILL IN SHADED AREAS* (01-09-2023)*

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://in.nau.edu/environmental-health-and-safety/occupational-safety/

All Authorized Drivers must take and successfully pass defensive driver refresher training at a minimum of every 4 years.

Complete this form BEFORE Service Ctr Ticket	Estimated Cost	Travel Auth #	Actual Cost	Exp Report #
(Auth Driver Only) In-St Out-St Foreign **MILEAGE** (7601-01) (7602-01) (7604-01) # of miles (round trip) x 44.5 cents/mile *Must Include Memo to Justify Driving Own Vehicle Out-of-State.*	$_____	$_____	$_____	$_____
PER DIEM / MIEs In-St Out-St Foreign (7601-02) (7602-02) (7604-02) *See Next Page or Back for More Information.*	$_____	$_____	$_____	$_____
PUBLIC TRANSPORTATION In-St Out-St Foreign (7601-03) (7602-03) (7604-03) Airfare: $_____ Taxi: $_____ Train: $_____ Shuttle/Bus: $_____ *Receipts and Itinerary are Required with Claim.*	$_____ $_____ $_____ $_____	$_____ $_____ $_____ $_____	$_____ $_____ $_____ $_____	$_____ $_____ $_____ $_____
LODGING In-St Out-St Foreign (7601-04) (7602-04) (7604-04) ____nights @ $_____per night = $_____ *MUST Submit a Zero Balance*, Itemized *Receipt.*	$_____	$_____	$_____	$_____
(Auth Driver Only) In-St Out-St Foreign **RENTAL CAR** (7601-05) (7602-05) (7604-05) *Prior Permission, Receipt, & Rental Agreement Req.*	$_____	$_____	$_____	$_____
(Auth Driver Only) In-St Out-St Foreign **GAS & OIL** (7601-06) (7602-06) (7604-06) *--- for Rental Cars ONLY --* *Receipts Required (NOT paid if claiming mileage).*	$_____	$_____	$_____	$_____
OTHER (i.e., airport parking, phone, fax, luggage, etc.) In-St Out-St Foreign (7601-00) (7602-00) (7604-00) $_____ _____ $_____ _____ $_____ _____ *Receipts Required.*	$_____ $_____ $_____	$_____ $_____ $_____	$_____ $_____ $_____	$_____ $_____ $_____
CONFERENCE REGISTRATION FEES (759130)	$_____	$_____	$_____	$_____
TOTALS:	$_____	$_____	$_____	$_____

Amt Approved by **Chair**: $_____ // Amt Approved by **CIE**: $ _____

Amt Receive from **Other**: $_____ // 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 US MIE rate to use: https://in.nau.edu/comptroller/travel-welcome/
CHOOSE the latest Index, if the date of that index is greater than 01-09-23, those are correct vs these.
Notice of the maximum per night lodging rate if NOT staying at a documented Conference / Event Hotel.

Times to be used for Reductions Only	Meal	Continental U.S. MIE Rates 01-09-23						Foreign
Remove if Provided	Breakfast	10.00	11.00	12.00	13.00	14.00		20%
Remove if Provided	Lunch	12.00	13.00	15.00	16.00	17.00		25%
Remove if Provided	Dinner	27.00	30.00	32.00	35.00	38.00		55%
Daily Totals		**49.00**	**54.00**	**59.00**	**64.00**	**69.00**		**100%**

Use 50% when leaving after 12 PM and/or returning before 12 PM	Meals	Continental U.S. MIE Rates 01-09-23					
	Travel Days	24.50	27.50	29.50	32.00	34.50	

Use this table to estimate the MIE amounts. PLEASE put the dates at the top of your days. Thanks!

Date							
Day of Wk	SUN	MON	TUE	WED	THU	FRI	SAT
Breakfast							
Lunch							
Dnr-Trvl Day							
Daily Totals							

Date							
Day of Wk	SUN	MON	TUE	WED	THU	FRI	SAT
Breakfast							
Lunch							
Dnr-Trvl Day							
Daily Totals							

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. **Local Meals** plus **Local Incidentals** minus **$10.00** = per day MIEs (*do NOT use Proportional Meals*). Use 50% of total for travel days if appropriate and subtract appropriate percentage for meals provided (see "Foreign" above).

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