

# Pre-Travel Worksheet



College of Social and Behavioral Sciences

Worksheet must be submitted to SBS Finance team **prior** to travel, accompanied by Chair or Director's approval for the trip. Please send to SBSTravel@nau.edu

## ATTACH INFO FOR EXPENSES THAT THE SBS FINANCE TEAM WILL BOOK AND PREPAY

Employee Name:		Email:		Employee ID # :	
Employee Campus (Duty Post):			Destination:		
Departure Date:		Purpose:			
Return Date:					
Website(s) of conference/agenda:					

**Personal time?**    Yes    No    **\*If yes, please attach any applicable expense quotes ( airfare, lodging, etc.) comparing business travel only versus business and personal combined**

VEHICLE - Please mark if need Vehicle reservation made by SBS Finance Team					ESTIMATES	
University Vehicle?	Yes	No	Expense estimate for University fleet vehicle:			
Include online mileage map (ex: Mapquest) if using personal vehicle.			Roundtrip miles:		*	
Rental Vehicle?	Yes	No	Expense estimate for other rental vehicles:			

MEALS & INCIDENTALS						
Keep receipts for meals. Meals reimbursed at max of 75% on travel days. Record meals included at event as "INC". Max M&IE rates are found HERE under Current Meals Index						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$

LODGING - Please mark if need Lodging reservations made by SBS Finance Team	
Max lodging rates are found HERE under Current Lodging Index	
_____ nights @ \$ _____	_____ per night plus _____ nights @ \$ _____ per night

OTHER TRANSPORTATION - Please mark if need Transportation arrangements made by SBS Finance Team	
Airfare details and estimate:	
Shuttle/Taxi details and estimate:	

REGISTRATION / OTHER EXPENSES - Please mark if need Registration made by SBS Finance Team	
Registration details:	
Other, Please Describe:	

Speedchart (Funding Source):	TOTAL ESTIMATED EXPENSES
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**If Travel funding is limited, enter max allowance:**

**Verify that Annual Travel Certification is Complete      Verify that you are an Authorized NAU driver**

**WITHIN 5 DAYS OF RETURN FROM TRIP, PLEASE COMPLETE THE EXHIBIT J AND SUBMIT WITH ALL RECEIPTS TO SBSTRavel@NAU.EDU**