

UT-EPC TRAVEL WORKSHEET/CHECKLIST

Name: _____

Today's Date: _____

Destination: _____

Date of Departure: _____

Time of Departure: _____ AM/PM

Date of Return: _____

Time of Return: _____ AM/PM

Your allotted travel funding: \$ _____

Vehicle: (x or ✓)

____ UT Car

____ Personal Car - Odometer Reading

(Total Miles): _____ x \$.47/mile

Travel expenses - Original receipts attached:

(x or ✓ and indicate amounts)

1. _____ Lodging (*Conference Hotel) \$ _____

_____ Lodging (Non-Conference Hotel) \$ _____

*Must have proof of conference hotel and rate.

Shared room with _____

2. _____ Airline* \$ _____

*Must have complete itinerary and proof of class of fare (e.g. coach, economy). UT will not pay first or business class airfare.

3. _____ Taxi \$ _____

4. _____ Parking \$ _____

5. _____ Rental Car \$ _____

6. _____ Gas for Rental \$ _____

7. _____ Other Expenses \$ _____

\$ _____

*** Please return to Beverly Cate immediately after travel. ***