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Tulane

Travel Expense Itemization Sheet

Traveler: _____ SS#: _____

Department: _____

Destination & purpose: _____

Departure date: _____ Time: _____ Return date: _____ Time: _____

Primary method of travel: (if not prepaid) Airfare: $ _____ Class: _____ Automobile: $ _____ [rate/mile x (# of miles)] *See Rates Below Other: $ _____

Date		*Mileage _____rate per mile		Other Transportation (taxis,etc.)	Lodging or Lodging per diem	Meals			M & IE per diem	Combined per diem (L+M&IE)	Other expenses		TOTAL
Month	Day	# of miles	Total Cost	Amount		Bkfst	Lunch	Dinner			Item	Amount	
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
			0.00										0.00
TOTAL		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00

If justification is required for any item, please explain below:

Subtotal expenses: 0.00

Airfare (if not prepaid): _____

Total expenses: 0.00

Amount requested for reimbursable expenses: _____

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

_____

Traveler's signature (***required***)

***Mileage Reimbursement Rates:**
2012 Rate Effective January 1: 55.5 cents/mile (enter on form as .555)
2011 Rate Effective July 1: 55.5 cents/mile (enter on form as .555)
Note: Mileage funded by a private or an outside agency may be subject to a different rate schedule.