**Tulane University OGPS/GSSA Travel Expense Itemization Sheet (Please Print)**

**Traveler:** _______________________________________________  **TU ID #** ______________________________

**Department:** ___________________________________________________________________________________

**Destination and purpose:** ___________________________________________________________________________________

**Departure date:** __________________________  **Return date:** __________________________

**Transportation expense:**

- **Airfare:** $______________  **Class:** ______

- **Automobile:** $______________  ($0.575 x # of miles) (Do not use for taxis)

**Registration expense:** $______________

Please use one line per day; each day can have multiple expenses listed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Other transport</th>
<th>Other (Checked bags, abstract submission fees, etc.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td># miles</td>
<td>Cost</td>
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<tr>
<td>Totals</td>
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</tbody>
</table>

**Subtotal expenses:** $______________

- **Airfare:** $______________

- **Total expenses:** $______________

**Amount to be reimbursed by OGPS/GSSA:** $______________

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed.

If justification is required for any item, please explain here.

If someone other than yourself incurred the initial expense for travel (i.e. your P.I., department, grant, etc) please indicate who it was here:

__________________________________________________________________

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

__________________________________________________________________

**Traveller’s signature (REQUIRED)**