



Employee Travel ERS Worksheet

This form is required to be completed by employees who do not <u>prepare</u> their own reimbursement requests using the ERS online travel system.

Traveler's n	ame			Access/Us	ser				
					none #				
Business Pu	rpose								
Notes		· · · · · · · · · · · · · · · · · · ·							
			ITINERARY						
	DEPARTU	ARRIVAL							
I	ocation	Date	Time	Location		Date	Time		
				No ☐ (If yes, please	provide perso	nal travel da	ites, below)		
Date	es:					Α.	.		
						A	Out of Pocket		
Receipt Required?		E	xpense Type		PCard	PCard	/ Personal		
Ţ	1: 0 (BB1E	10. 17	No)				Credit Card		
Yes	Airfare (DBAF use								
Yes	Other Long Distance				+ $+$				
No No	Local Metro / Subv Mileage (if person			cents/mile					
Yes	Rental Car (VRES		No)	cents/inne					
Yes	Fuel (Rental Car O		NO)						
Yes	Taxi/Shuttle/Limo	my)							
Yes	Parking								
Yes	<u> </u>	US use attac	hed sheet for calculat	ion)					
No	Lodging (if OCONUS use attached sheet for calculation) Meal Per Diem (from attached sheet)								
Yes	Group Meals								
Yes	Seminar/Conference Registration								
No	Miscellaneous (Max. \$5 a day) – Please List:								
					_				
					-				
Yes	Other (Please List)	:			-				
					-				
					-				
				Estimated	Total				
				Estimated	เบเลเ				
Less non-re	imbursed P-Card cha	arges (person	al or expenses covere	d by per diem)	()		
	ursement Reduction	See (berson	21 0.1.00000000000000	J Per wieiii)	()		
Less Cash A		SRFC	(Document #:)	1)		
* Estimated	Amount Due Travel	er (or Return	ed to the University)	<u> </u>			,		
* The per diem an	mounts are the maximum re	imbursement allo	wance. The actual per diem	reimbursement may be adju	sted for single day	or partial day tra	vel.		
Distribution	of Total Allowable	Reimbursen	nent (if known)						

Budget Number	Fund Number	Fund Name	Object Code	Cost Center/Project #	Amount

Name		(Employees on Travel Status Only) Address						umber Nights	Total Amoun (Max \$25/Nigl		
		Total Lodging	g Expense	(Add aı	nount to	Lod	ging	line on	page 1)		
Ieal Per Diem Expens	•			-							1
List each day that meals				Daily Meal Per Diem		wie	(Ex	rided by l clude)	nost		
Dates	Location		# of Days	Meals	Inci- dental	All - f		Break - fast 20%	Lunch 30%	Dinner 50%	Total Per Diem
							4				
						L	╣		+ $+$		
	Total	Meal Per Diei	n (carry a	mount f	orward t	o Per	Die	m line	on page 1)	
	0 4 11	C 4: 4 1	TT *4 1	04.4	(OCON	ITIO	**7	1 1	4		
D' 1 1' E		Continental								. 4 1: 1 \	
er Diem Lodging Exp		ı.edu/travelra			e UKL in	44444		indow/ta lging	Numb		Total Per
Dates At Locati	on					Diem	Nigl				
		Total Lodging	g Expense	(Add a	nount to	Lod	ging	line on	page 1)		
Ieal Per Diem Expens			-	,						.)	
List each day that meal	_				Meal				ided by		
				Per Diem			(Exclude)			1	
Dates	Loc	ation	ion # of Days	Meals	Inci- dental	All Meals		- fast	Lunch 30%	Dinner 50%	Total Per Diem
								20%			
						أ					
							\dashv				
										oxdot	
	Total	Meal Per Dies	n (carry 2	mount fo	orward t	[[o Per	Die	m line	n nage 1	\	
OCONUS	.	Meal Per Dier	•								
	actual expe	ense reimbur	sement r	equest r	equire p						
Private Residence Act	actual expe	ense reimbur	sement r	equest r	equire p			oval ar		ots/log.	Amount
	actual expe	ense reimbur	sement r	equest r	equire p			oval ar	ıd receij	ots/log.	Amount 625/Night)
rivate Residence Act	actual expe	ense reimbur	sement r	equest r	equire p			oval ar	nd receip	ots/log.	

Traveler's name: