

Name: _____

Banner ID Number: _____

Address: Land Resources & Environmental Sciences
P. O. Box 173120
Bozeman, MT 59717

POST TRAVEL INFORMATION

Purpose of Travel:

Index #: _____

MONTH:			ITINERARY						
Day	Mode of Travel**	Miles Airfare	From Location > To Location	Depart Time	Arrive Time	B √	L √	D √	Lodging

PERSONAL VEHICLE USE MILEAGE RATE - Circle One .2769 .575
Rental Vehicles Must Be Unavailable To Receive Higher Rate.

Whom contacted: _____
Date: _____

Other Expenses (please only list expenses to be reimbursed that you paid "out-of-pocket" - NOT with MSU PCard)

Date	Description	Amount

- √ - Check meals to be reimbursed
- B - Breakfast = Leave before 7:00 am
- L - Lunch = Leave before 11:00 am
Return after 1:00 pm
- D - Dinner = Return after 6:00 pm

- **Mode of Travel:**
- CA - Commercial Airline
 - PC - Personal Car
 - SC - State Car
 - RC - Rental Car
 - OT - Other Travel

Receipt Requirements: Airline Boarding Passes must be turned in with this form.

US Travel Receipts are required for: Airfare, Lodging, Registration Fees, Rental Car, Parking, Shuttle, Taxi, Bus Fare, etc.

Foreign Travel Receipts are required for: Airfare, Lodging, Registration Fees, Rental Car, Parking, Shuttle, Taxi, Bus Fare, etc.