

**Complete all fields.**

**THE UNIVERSITY OF TENNESSEE  
TRAVEL EXPENSE WORKSHEET**

Traveler's Name: \_\_\_\_\_

Trip Type:  
(choose one)

University Rates   
Federal Rates   
State Rates

Personnel Number: \_\_\_\_\_

Total Reimbursement Amount: \_\_\_\_\_

Beginning		Ending		Destination City/State	Reason for Trip
Date	Time	Date	Time		

**COST OBJECTS TO BE CHARGED:**

% Distribution	Cost Center/WBS Element	Internal Order

**COMMENTS:**

\_\_\_\_\_

**MILEAGE:**

Date	Miles	Vehicle Type	Starting Location	Ending Location

\* Vehicle Type: private car, UT car, courtesy car, private aircraft

Claim per diem reimbursement except for meals marked below:

**MEALS:** Indicate which meals, if any, were provided by another source at no cost to the traveler.

Date	Deductions From Meal Per Diem			Date	Deductions From Meal Per Diem		
	B	L	D		B	L	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INDIVIDUAL EXPENSE RECEIPTS:**

Date	Expense Type	Amount	Explanation/Comments

**CERTIFICATION**

I certify that the above-stated expenses were incurred by me while traveling on business for the University of Tennessee. U.T. Extension and U.S. Department of Agriculture cooperating.

Date: \_\_\_\_\_ Traveler's Signature: \_\_\_\_\_

This form will be used to complete information in the IRIS Travel System and create a Travel Expense Report. A supplemental Travel Expense Report must be filed if an adjustment is made to this request for reimbursement or additional expenses are incurred for this authorized trip. **If an error is found, the necessary adjustment may be made to this request at the discretion of the central business office.**