TRAVEL REIMBURSEMENT WORKSHEET - All Receipts MUST INCLUDE the Company Logo, Zero Balances, and show Method of Payment				
Travel Authorization No. (No reimbursement without this number.)	T-			
Traveler's Name				
Employee or Student Number				
KFS Account No. (Funding Source)				
Purpose of the Trip				
If you are not a PI on the account, provide email from PI authorizing your travel.				
SPECIAL CIRCUMSTANCES	**EXPLAIN**			
If vehicle taken out of state is it state owned, rental, private, explain why it was used.				
Long term travel status (if travel will extrend 30 days) state reason.				
Personal Time Taken (state reason and dates of time taken.)				
TRANSPORTATION (Receipts must have amount and Company Logo)	**Amt.**	**Please Mark Receipt with Item No.**		
Airfare				
Milage @ .445/Mile (Submit Mapquest Map or Start/End Odometer Reading Needed)				
Per Diem - Claim for meal receipts or Per Diem - NOT BOTH. See worksheet below.				
Meal Receipts				
Car Rental				
Gasoline				
Taxi				
Airport Parking				
Tolls				
Other Parking Fees				
Shuttle				
Other - List				
Other - List				
LODGING - If lodging is designated, provide hotel list.	**Amt.**	**Name of Hotel**		
Lodging 1				
Lodging 2				
Lodging 3				
Lodging 4				
Total Amount of Reimbursements	0.00			
Less Amount of Cash Advance				
Total Amount of Reimbursements Less Cash Advance	0.00			
PER DIEM WORKSHEET	For Per Diem Rates and Meal Breakdowns go to Arizona Travel Policy			
BREAKFAST	On Travel Status on or before 6am.			
LUNCH	On Travel Status at or before 11am and ends at or after 2pm.			
DINNER	On Travel Status after 8pm or you leave for the overnight travel at or before 6pm.			
DATE	**Arrive/Depart Time**	**Breakfast**	**Lunch**	**Dinner**
SUBTOTAL		0.00	0.00	0.00
TOTAL PER DIEM	0.00			