

University of Idaho
Pre-Approval Travel Expense
Worksheet

Traveler's Name & V Number: _____

Pre-Approval Report Title: _____

Travel Dates: _____

Report Type: Individual Student Group

Type of Travel: In-State -Out-of-State -Out-of-Country
 In-State Same Day Out-of-State Same Day

Business Purpose: _____

Index(es): _____ (%) _____
 _____ (%) _____

Will a Pcard be used: Yes No

Cash Advance Amount: \$ _____

ESTIMATED EXPENSES

Departure Location: _____ Departure Time: _____
Arrival Location: _____ Arrival Time: _____

Airfare: \$	_____	Lodging: \$	_____
# of Mileage	_____ x .535/mi.	Mileage: \$	_____
Registration: \$	_____	Other: \$	_____
Car Rental: \$	_____	\$	_____
Per Diem: \$	_____	\$	_____

Total Expenses: \$ _____

Comments:

