

Idaho State University

CR Travel Expense Report Request

Traveler's Name _____

Pre-Approval Report Name: _____

Purpose of Travel: _____

Is a 3rd Party Paying any Travel Expenses? Yes No 3rd Party's Name: _____

How much is being paid? \$_____ How is it being paid (direct billing, check to ISU)? _____

Report Type: Individual Student Group Athletic Field Trip Blanket Supplemental

Will this be your final trip on this Pre-Approval? Yes No

Departure Location: _____ Departure Date and Time: _____

Destination: _____ Return Date and Time: _____

Index(es) _____ Amount \$ _____ Or _____ %

_____ Amount \$ _____ Or _____ %

Cash Advance Amount \$ _____

Have all of your receipts been uploaded to your E-Wallet? Yes No

ACTUAL EXPENSES

Airfare: \$ _____ Airline: _____ Class: _____

Lodging Expense: \$ _____ Check-In Date: _____ Check-out Date: _____

Hotel/Lodging Name: _____

Registration: \$ _____ Meals Provided with Registration: _____

Other Meals Provided: _____

Rental Car: Agency: _____ Car Class: _____ Expense: \$ _____

*Rental Car Justification: _____

Gasoline: \$ _____ Parking/Tolls: \$ _____

Mileage: From: _____ To: _____ Round Trip? _____

Special Notes: _____

* "A rental vehicle may be authorized by the approving authority when such use is determined and *documented* to be the *most effective and cost efficient* means of transportation for performing official business." (State Travel Policy and Procedures, SBEX Policy No. 442-50, Sec. 3.G.)