



Stephen F. Austin State University Prospective Employee Travel Expense Worksheet

This worksheet is for traveler and departmental internal planning purposes only. It need not be submitted to the Travel Office. Any actual travel expense reimbursement request must be submitted through the online Concur Travel Expense Module.

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Home or Departure Location: _____

Return Location: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Airfare: \$ _____ Baggage Check Fees: \$ _____

Rental Car: \$ _____

(Not reimbursable: liability insurance supplement, personal accident insurance, safe trip insurance, personal effects insurance)

Fuel for Rental Car: \$ _____

(Not reimbursable: fuel purchased from the rental car company)

Taxi/Shuttle: \$ _____

Meals: Number of full days: _____ Number of partial days: _____

(Meals will be reimbursed at the per diem rate. Meals purchased by another person or entity are not reimbursable to the traveler.)

Lodging \$ _____ Parking \$ _____

Personal vehicle mileage: _____ miles @ \$.56/mile = \$ _____

(The number of reimbursable miles traveled using a personal vehicle may not exceed the number of miles of the shortest route, regardless of the route actually driven. [Google Maps](#) or [MapQuest](#) must be used to calculate the mileage between two locations (if the locations are in the map website database). When the location(s) are not in the map website database, the number of reimbursable miles is calculated using the traveler's odometer. Mileage determined by use of the traveler's odometer must be itemized on a point-to-point basis on the travel expense report. The Point-to-Point Odometer Log, available on the [Travel Office website](#), can serve this purpose. Any business-related vicinity mileage must also be itemized separately on a point-to-point basis.

It may be most cost-effective to rent a vehicle rather than drive a personal vehicle or fly. The [vehicle cost comparison calculator](#) compares the auto rental cost vs. the personal vehicle reimbursement cost. Travelers are encouraged to utilize the calculator in determining which mode of travel is best. State law mandates that each travel arrangement be the most cost-effective considering all relevant circumstances.)

NOTE:

- A [Substitute W-9](#) must be on file to process travel reimbursements.
- No expenses should be incurred or committed to until the travel authorization has been approved.
- Receipts will be required for all expenses except meals and personal vehicle mileage costs.