



THE UNIVERSITY OF UTAH  
 DEPARTMENT OF  
 MECHANICAL ENGINEERING

# Travel Expense Report

THIS EXPENSE REPORT AND ITEMIZED RECEIPTS MUST BE  
 UPLOADED IN SAP CONCUR OR  
 EMAILED TO: [accounting@mech.utah.edu](mailto:accounting@mech.utah.edu)

## TRAVELER INFORMATION

Date: \_\_\_\_\_ UNID: \_\_\_\_\_ Concur Request ID: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

Chartfield: 01-00068- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 60100/60000/60200  
 BU ORG FUND ACTIVITY/PROJECT A/U ACCOUNT CODE

I certify that these expenses were actual, necessary, reasonable, and incurred for official business of the University of Utah and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other sources in the future.

PAYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FACULTY/PI APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SIGNATURE REQUIRED

## TRAVEL EXPENSES

**AIRFARE:** \_\_\_\_\_ \$ \_\_\_\_\_  
 AIRLINE NAME: \_\_\_\_\_ Paid by: University  
 Traveler

**PERSONAL MILEAGE:** (Mileage Log Required) \$ \_\_\_\_\_  
MILEAGE ALLOWANCE  
 PERSONAL: \$ 0.625 CENTS PER MILE  
 FLEET: \$ 0.36 CENTS PER MILE  
 RELOCATION: \$ 0.22 CENTS PER MILE

**GASOLINE:** \$ \_\_\_\_\_

**LODGING:** \$ \_\_\_\_\_  
 HOTEL NAME: \_\_\_\_\_ Paid by: University  
 Traveler

**MEAL EXPENSE:** \$ \_\_\_\_\_  
 Per Diem \_\_\_\_\_ Days @ \$ \_\_\_\_\_/Per Day

**CAR RENTAL:** \$ \_\_\_\_\_  
 CAR RENTAL NAME: \_\_\_\_\_

**GROUND TRANSPORTATION:** \$ \_\_\_\_\_

**PARKING:** \$ \_\_\_\_\_

**MISC:** \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL:** \$ \_\_\_\_\_

**GSTAA AWARD/OTHER** (Subtract) \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT:** \$ \_\_\_\_\_