

Non-Employee Travel/Expense Log

Name: _____ Student Organization: _____

Address: _____

City, State, Zip: _____ University I.D. #: _____

Purpose of Travel: _____

Use this table to enter your mileage – mileage will be reimbursed up to \$.655/mile

Date	Departure Location	Departure Time	Arrival Location	Arrival Time	Miles Traveled	Cents per Mile	Total Mileage Reimbursement

*Use this table to enter parking, hotel or other expenses. Meals will be reimbursed on a per diem basis. Out-of-state per diem is up to \$9.50 for breakfast, \$13.50 for lunch, and \$25.00 for dinner for meals not provided by conference or workshop. (In-state per diem is up to \$8.50, \$12.50 and \$23.00). **All receipts must be attached – alcoholic beverages are not reimbursable.***

Date	Description	Amount

Non-employee Signature: _____

Date: _____

Fiscal Agent's Signature: _____

Date: _____

Account # _____