Energy Systems Innovation Center Travel Expense Worksheet

Traveler Name:	Start/End Dates of Travel: Start Time of Travel: End Time of Travel:					
Department: WSU ID:						
Mailing Address:						
City, State, Zip:		Supervisor:				
Traveler's Email:	Traveler's Phone:					
- -						
Purpose / Details						
MEALS (per diem)	claimed (enter by ea	ch day following exa	mple):			
u ,	Location	Location	Location	Location	Location	
<u>Date</u>	start of day	end of day	at Breakfast	at Lunch	at Dinner	
01/03/12	Pullman	Washington DC	N/A	Denver, CO	Washington DC	
		<u> </u>		<u> </u>	<u> </u>	
MILEAGE claimed (if to Date	Starting Location	Ending Location	Point to Point	Vicinity Mileage		
_			<u>Mileage</u> 76		:	
01/03/12	Pullman	Spokane	76	2		
i		į į				
Other Expenses / Rec					ole): <u>Amount</u>	
<u>Date</u> 01/03/12	Paid To Holiday Inn Express, Spokane		For (description of expense) lodging for one night		\$ 77.00	