**Travel Expense Log**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure from home, Date *& Time:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Arrival home, Date *& Time:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt Requirements** (For complete details, please refer to the OSU [Travel Policy](https://fa.oregonstate.edu/fiscal-program/fiscal-policy-manual/fis-old-number/400-expenditures/411-travel).):

* Requests for reimbursement must be completed within 60 days after travel has ended. Please submit this form with your receipts to the MMI office as soon as possible after your return home.
* All receipts submitted must be originals. Receipts must be itemized and clearly indicate that the balance has been paid in full.
* Meals are reimbursed through per diem ([see rates here](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us)). Therefore, you do not need to submit receipts for meals, except in special circumstances (such as entertaining, paying for group meals, etc., in which case please list the names and affiliations of those you paid for and provide justification for the expenditure).
* Overnight lodging is reimbursed based on actual receipts and must be within established per diem rates for the location. Noncommercial lodging (staying with friend/family) is reimbursed at $25/night.
* Travel in personal vehicles is reimbursed through mileage at $0.58/mile. Submit odometer readings or use city-to-city miles.
Fuel in rented vehicles or MMI-owned trucks is reimbursed through gas receipts.

**Per Diem ClaimedHotelNoncomm. Overnight Location: City, State (REQUIRED):**

 **B’fast Lunch Dinner *(receipt)*  lodging**

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ☐ ☐ ☐ ☐ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Personal Mileage (for multiple trips, please use a separate mileage log):**

*Date \_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rt/ow)*

*Starting odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending odometer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Miles \_\_\_\_\_\_\_\_*

**Receipts/Materials Included:** Agenda/Program **(REQUIRED)** ☐ Airfare ☐ Luggage fees ☐ Hotel ☐ Car rental ☐

Rental car gas ☐ Parking ☐ Taxi/shuttle ☐ Supplies ☐

**Notes/Other Expenses/”Claiming Only” Total:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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