**Travel Expense Log**

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

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

**Receipt Reminders** (This is a summary only. For complete details, please refer to the OSU [Travel Policy](https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel).):

* **Requests for reimbursement must be submitted within 60 days after travel has ended, or your reimbursement will be taxable. Please submit this form with your receipts to the MMI office as soon as possible after your return home.**
* Receipts must be itemized and clearly indicate that the balance has been paid in full (estimates or reservation confirmations are not proof of payment).
* Meals are reimbursed through [per diem](https://fa.oregonstate.edu/accounts-payable/travel-rates/domestic); you do not need receipts for your personal meals. Field groceries purchased for group research travel, or hosted meals (where you pay for others), require itemized receipts.
* Overnight lodging is reimbursed based on actual cost. Itemized receipts required. Noncommercial lodging (staying with friend/family) is reimbursed at $25/night.
* Travel in personal vehicles is reimbursed through mileage at an established rate that is updated yearly. Submit a mileage log with odometer readings or submit a map that shows city-to-city miles. Fuel in rented vehicles or MMI-owned trucks is reimbursed through 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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