

<b>Employee Name:</b>	<b>BYU Net ID:</b>
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<b>Location:</b>	<b>Trip Purpose:</b> (Example: NACE Conference 2017, Ford Employer Visit, etc.)
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Date (mm/dd)	Vendor (Name of restaurant, etc.)	Per Diem Meals (Check box below) <small><a href="https://purchasing.byu.edu/forms/annual-mileage-per-diem">https://purchasing.byu.edu/forms/annual-mileage-per-diem</a></small>	Hosting Meals (Attach receipts)	Notes (Indicate personal expense w/names)	TOTAL	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
		Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL PER DIEM:</b>						

ACTUAL EXPENSES BELOW	TRIP TOTALS
<b>AIRFARE</b>	Cost:
<b>PERSONAL VEHICLE REIMBURSEMENT</b> (Airfare Equivalency)	Cost:
<b>HOTEL</b> (Including parking, internet, incidentals, etc.)	Cost:
<b>RENTAL CAR</b>	Cost:
<b>GAS</b>	Cost:
<b>PARKING (AIRPORT)</b>	Cost:
<b>ROUND TRIP MILEAGE</b> (Reimbursement TO and FROM airport)	Cost:
<b>SHUTTLE</b>	Cost:
<b>OTHER</b> (Please describe below)	Cost:

**TOTAL: \$**

<b>Signature of Employee</b>	<b>Date</b>
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