

Employee Name: _____ BYU Net ID: _____ Date of Travel: _____

Is Personal Time Included with this Trip? If so, please list dates: _____

Location: _____ Trip Purpose: (Example: NACE Conference 2021, Austin Employer Visits, etc.) _____

| ESTIMATED EXPENSES BELOW | | | | | | | | TRIP TOTAL |
|--|--------|--------|---------|-----------|----------|--------|----------|---|
| REGISTRATION | | | | | | | | Cost: _____ |
| PER DIEM MEALS | | | | | | | | Cost: _____ |
| Please indicate which Per Diem meals you need: | | | | | | | | <ul style="list-style-type: none"> • Number of Breakfasts |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | <ul style="list-style-type: none"> • Number of Lunches |
| Breakfast | | | | | | | | <ul style="list-style-type: none"> • Number of Dinners |
| Lunch | | | | | | | | <ul style="list-style-type: none"> • Number of Incidentals |
| Dinner | | | | | | | | |

FLIGHT/AIRFARE (Preferences not guaranteed) Cost: _____

Destination Airport: _____

Full name as it appears on your ID: _____ Birthdate: _____

Airline: _____ Departure Date & Time: _____ Flight Number: _____

Airline: _____ Return Date & Time: _____ Flight Number: _____

Airplane Seating: Aisle Window Middle Airline Rewards #: _____ (if applicable)

PERSONAL VEHICLE REIMBURSEMENT (Please attach equivalency worksheet) Cost: _____

HOTEL (Including parking, internet, incidentals, etc.) Cost: _____

Single Room Double Room (Roommate's Name _____)

Hotel Information: _____

TRANSPORTATION (Non-Air Travel) Cost: _____

BYU Vehicle Personal Vehicle

SLC AIRPORT (Air Travel) Cost: _____

Shuttle Personal Vehicle - Round Trip Mileage Parking

Frontrunner

DESTINATION AIRPORT Cost: _____

Shuttle Uber/Lyft Other _____

Rental Car _____

OTHER Cost: _____

Baggage Fees Other _____

TOTAL: \$ _____

Signature of Employee _____ Date _____

Supervisor's Approval _____ Date _____