

Tulane University OGPS/GSSA Travel Expense Itemization Sheet (Please Print)

Traveler: _____ TU ID # _____

Department: _____

Destination and purpose: _____

Departure date: _____ Return date: _____

Transportation expense: Airfare: \$ _____ Class: _____

Automobile: \$ _____ (\$0.575 x # of miles) (Do not use for taxis)

Registration expense: \$ _____

Please use one line per day; each day can have multiple expenses listed.

Date		Mileage		Other transport	Other (Checked bags, abstract submission fees, etc.)		Total
Month	Day	# miles	Cost	Cost	Item	Cost	
Totals			\$	\$		\$	\$

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed.

Subtotal expenses: \$ _____

Airfare: \$ _____

Total expenses: \$ _____

Amount to be reimbursed
by OGPS/GSSA: \$ _____

If justification is required for any item, please explain here.

If someone **other than yourself** incurred the initial expense for travel (i.e. your P.I., department, grant, etc) please indicate who it was here:

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

Traveler's signature (REQUIRED)