

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

Traveler: Jennifer Champagne-Deaux

TU ID 555-55-5555

Department: Underwater Basket Weaving

Destination and purpose: New Orleans, LA, USA, Presenting at Underwater Conference

Departure date: January 25, 2017 Return date: January 27, 2017

Transportation expense: Airfare: \$250.00 Class: Economy

Automobile: \$0.00 (\$0.575 x # of miles) (Do not use for taxis)

Registration expense: \$25.00

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    |          |
| 1      | 6   |         |      |                   | Abstract Submission Fee                              | \$30.00 | \$30.00  |
| 1      | 6   |         |      |                   | Registration   | \$25.00 | \$25.00  |
| 1      | 25  |         |      | Uber-<br>\$15.00  |  |         | \$15.00  |
| 1      | 27  |         |      | Taxi –<br>\$20.00 |  |         | \$20.00  |
|        |     |         |      |                   |  |         |          |
|        |     |         |      |                   |  |         |          |
| Totals |     |         | \$   | \$                |  | \$      | \$ 90.00 |

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.

Advisor - \$55.00 - Abstract Submission + Registration

**Subtotal expenses: \$ 90.00**

**Airfare: \$ 250.00**

**Total expenses: \$ 340.00**

**Amount to be reimbursed**

**by OGPS/GSSA: \$ 285.00**

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

*Took Uber from airport but unable to secure one to the airport from hotel.*

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

*Jenn Champagne Deaux*

**Traveler's signature (REQUIRED)**