

EMPLOYEE TRAVEL EXPENSE WORKSHEET REFERENCE GUIDE

Below is a description of what type of data is entered into each of the fields on the worksheet.

| <u>FORM FIELDS</u> | <u>FIELD DEFINITIONS</u> |
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| Name | The Name identifies the traveler responsible for expenses claimed on a specific trip. |
| Social Security No. | The Social Security Number further identifies the traveler for proper reimbursement purposes. |
| Dates of Trip | The Dates of Trip identifies the beginning date and end date of the specific trip. |
| Purpose of Trip | The Purpose of Trip identifies why the trip was necessary and documents the appropriate use of University funds. |
| Comments | |
| Date | The Date column identifies the date for each expense incurred for the specific trip identified. |
| Description of Miscellaneous Expenses or Description of Mileage Expenses | The Description identifies clearly what expense was incurred. |
| Mileage | The Mileage identifies miles allowable for reimbursement as allowable University expenses. |
| Transportation | The Transportation column identifies expenses for air or ground transportation. For example, this may be taxi charges to the hotel from the airport. |
| Lodging | The Lodging column identifies expenses for accommodations. For example, this may be room charges for hotel, motel, resort, or conference centers. |
| Misc. | The Miscellaneous column identifies expenses for a variety of items that are not already listed in the other columns. <p style="color: blue;">For example, this may be copying done at a hotel for a presentation or laundry expenses during extended travel.</p> |

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| Meals | <p>See the Travel Web for current rates allowable for meals. These rates may vary depending on the city identified for the trip.</p> <p>The B identifies breakfast expenses. The L identifies lunch expenses. The D identifies dinner expenses.</p> <p>Employees should only submit actual expenses for meals.</p> |
| Total | The Total column is a horizontal total of the expenses listed for each line on the worksheet |
| Totals | The Totals line is a column total for each of the columns. |
| TA | The TA indicator is a cross-referenced notation, which identifies whether a TA document is required. If Yes is checked, the TA number should be noted. |
| Total Expenses | The Total Expenses line indicates the grand total for all expenses incurred for the referenced trip. |
| Amount of Advance | The Amount of Advance identifies whether the employee received a check prior to the trip to cover expenses. |
| Amount Due U of M | <p>The Amount Due U of M identifies that, if an employee has received an advancement of funds for a trip, the employee is responsible for returning any remaining money from an advancement of funds to the University.</p> <p>Employees may pay the University by personal check made out to the University of Minnesota.</p> |
| Amount Due Employee | <p>The Amount Due Employee identifies the amount of allowable expenses that the employee should be reimbursed.</p> <p>This amount is issued as a check to the employee.</p> |
| Signature | The Signature of Payee identifies the signature of the employee who incurred the expense. |
| Routing/Comments | <p>The completed form is signed by the employee and forwarded to their appropriate department area to document their expenses.</p> <p>The traveler retains a copy of the worksheet.</p> <p>This form is not a replacement for the TA (Travel Authorization Form) or the TP (Travel Payment Form). It is intended as a tool to help employees document their travel expenses.</p> |