If your screen looks like this, you’re in the right place!

Always list your Traveling Department as DPBIOL – Biology

WEB LINK: https://usu.service-now.com/dashboard?id=travel
Airfare

University Paid - Attach Receipt or quote

List any Connecting Flights

Hotel

Attach Receipt or quote

Per Diem or Actual – combination is not an option

NOTE: Actual meal reimbursement must be accompanied by an itemized receipt, for each meal, when submitting a travel reimbursement.
### Meals

#### Domestic Meals

- **Type:** Per Diem
- **Domestic Rate:** $47.00

<table>
<thead>
<tr>
<th></th>
<th>Travel Days</th>
<th>Non-Travel Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Dinner</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

Did you buy Dinner for your Lab?

*Check this Box*

*Attach Receipt*
List Round-trip mileage

**MILEAGE FOR PERSONAL VEHICLE**

- **Estimated Number of Miles**: 162
- **Mileage Rate**: 0.485
- **Estimated Reimbursement**: $78.57

**OTHER EXPENSES**

- **Payment Method**: Personal
- **Amount**: $62.00

Description: Shoes - During travel chemicals for our Lab Presentation were spilled in a suitcase that melted a lab member's shoes. Lab will cover this cost!

**PARKING & TRANSPORTATION**

- **Payment Method**: Personal
- **Transportation Method**: Other
- **Amount**: $11.00

- **Payment Method**: Personal
- **Transportation Method**: Taxi
- **Amount**: $23.00

- **Payment Method**: University Paid
- **Transportation Method**: Parking
- **Amount**: $39.96

For “other” things...

Attach Receipts

Trains, Trollies & UBERs – oh my!

Attach all Receipts upon return

Attach P-Card Receipts too
*Students:*
Request up to the total amount of expected reimbursement

*(only available to staff/faculty for int’l travel)*

Attach Receipts

Even if it was purchased WAY in advance – Attach Receipt and membership form as needed
These Numbers Should Match

<table>
<thead>
<tr>
<th>Total Estimated Amount</th>
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</thead>
<tbody>
<tr>
<td>Person Paid (+)</td>
</tr>
<tr>
<td>Reimburse to Traveler</td>
</tr>
<tr>
<td>University Paid (+)</td>
</tr>
<tr>
<td>Total TA Amount</td>
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</table>

Funding

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>A00001</td>
<td>$651.03</td>
</tr>
<tr>
<td>2</td>
<td>A00002</td>
<td>$300.00</td>
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<tr>
<td>3</td>
<td></td>
<td>$0.00</td>
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</table>

Mileage

<table>
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<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00003</td>
<td>750320</td>
</tr>
</tbody>
</table>

Total Distribution: $1,029.60

University Paid Amount is subtracted from reimbursable amount—still Attach Receipts.

Index Number(s) are REQUIRED.

Mileage is listed Separately.

Comments—Possibly the most important part of the Travel Request and REQUIRED.

Tell us a Story!

On 3/21/19 I will be traveling to San Diego, California with Peter Rabbit, PhD. Student, Bunny Cotontail, Lab Assistant, Hare Brown, Researcher, Easter Bunny. Principle Investigator to attend the 2019 Biology Symposium via personal vehicle (162 miles round trip). I will be parking at the airport and pay the fees personally (~$40.00) to be reimbursed from A00003 and taking a Southwest flight from SLC airport to Denver airport, then from Denver to San Diego airport to attend the Biological Department at USU Conference. While there I will be staying at Hotel Amazing with the aforementioned people and meals will be paid by per diem at regular domestic rate. On 3/25/19 I will be returning to Logan and taking a Delta flight from San Diego airport to SLC airport and driving my personal vehicle back to Logan. Receipts and quotes are attached. My flight was purchased by Department Travel Card ($40), Hotel will be paid personally ($440.00) and reimbursed from index A00001. Registration and Membership were purchased with P-card ($355.00) in January 2019. Per Diem Estimate is $188.00. Any other expenses incurred will be covered by A00001 and A00002 respectively. Total Trip Estimate $1,776.74 total to be reimbursed $1,029.60. Thank you. Easter Bunny 797.1000
Approvals — Be sure to allow for approval time, it can take a while.

Error Messages

Oops! Already have a trip that day? — change the dates of your trip as needed

Total Meals should match the days of travel – adjust days to match trip

Return for Correction Notice –

Make adjustments and resubmit

The mission of Business Services is to have accurate and detailed records of every trip. Without detailed comments, index information and receipts the trip could be denied. Our goal is to protect the department and to be prepared in the event of an audit.

Thank you – Biology Business Services