

Travel Expense Management report—Department of Fish and Wildlife Conservation

Traveler: _____

Faculty signature if required*: _____

* if you are unsure if you need this signature, check with your advisor or your supervisor.

Enter the fund number and amount to be charge to that fund number from the total cost of the trip. For example, if you are charging the entire trip to one fund number you would enter that fund number in line 1 of the table and the total amount of the trip in line 2.

Fund number	Amount

Purpose of travel (conference business meeting): _____

Note: If you attended a conference please provide an electronic copy of the agenda.

Date of Departure: _____ Time: _____

Date of return: _____ Time: _____

What mode of travel did you use? Check all that apply.

- Own vehicle
- Rode with someone
- Used a fleet services vehicle
- Airline

If you traveled by airline how did you purchase the tickets?

- Personal credit card
- University corporate travel card
- Travel agency

Did someone else pay for your lodging?

- Yes
- No

If so, list the person below.

Did you pay for anyone's lodging?

- Yes
- No

If so, list names below:
