**CU Staff Travel Reimbursement Worksheet**

 **Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Dates:**­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Destination of Trip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total amount of expenses for this trip being reconciled:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Welcome to your worksheet.

This sheet should be filled out to itemize all travel expenses for your trip. This sheet does not guarantee reimbursement and is not a substitute for reading and understanding the travel instructions.

Please note that all airfare purchases will have been done through Concur after your Wrike travel request was approved and does not need to be included here.

You will submit this form to Travel@ncwit.org when you have completed uploading all your receipts and attaching them to all the corresponding expenses in Concur.

The Travel Instructions answer questions as well as have links to Concur tutorial videos. You are also encouraged to reach out to the travel manager for assistance either with general questions or for help with Concur. You can email: Travel@ncwit.org

Please list expenses individually by category, being mindful of *correct totals*.

**Items that are often overlooked are**:

* Automated toll charges (personal or on rental cars)
* Cash tips
* Mileage (Please note mileage reimbursement amounts are frequently updated and are .60/mile as of January 2024).

**Important reminders:**

* Alcohol is not reimbursable and must be deducted from the total requested.
* Maximum allowable percentage for meal tips is 20%.
* Hotel receipts must show your *stay was completed*, the *method of payment and a zero balance*. (*Please note that vouchers, credits, or gift cards are not reimbursable forms of payment.)*
* Conference Fees should be paid for by NCWIT in advance through a purchase request you submit.
* Each city has a specific maximum amount allowed for meals that varies per day. [Please Check this website](https://www.gsa.gov/travel/plan-book/per-diem-rates?gclid=Cj0KCQjw84anBhCtARIsAISI-xcdUw2rq7dvEpS9qxSoKcny70OqWAQzV3eIZjgouumpQX_x4aUsZlsaAt2DEALw_wcB) to see your allowable amounts. (Or confirm with the Travel Manager)

For any expense that does not have a pre-listed category below, please continue to upload your receipt(s) in Concur and attach them to the corresponding expense. There is space left at the bottom of the sheet to then add other allowed expenses that there is no category for.

For any expenses that might need it, please share more details about the expense in the notes section at the bottom of this sheet. More information can help facilitate the reconciliation process.

E-mail at travel@ncwit.org if you have any questions.

***Please e-mail this worksheet to*** travel@ncwit.org to notify the Travel Manager that your expenses are ready in your Concur portal expense report.

Thank you!

|  |  |  |
| --- | --- | --- |
| **Expense** | **Details:** Date, Purpose, City. (For example*: 8/23/23-Dinner-Boulder CO)* | **Amount**  |
| **Hotel /Lodging** |  |  |
|  |  |  |
| **Parking** |  |  |
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| **Transportation:**Uber/Rental Car/Train etc. |  |  |
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| **Meals/Food & Beverage** |  |  |
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| **Mileage** (if any) | AddressesFrom:To: | Total Miles: |
| **Mileage** (if any) | AddressesFrom:To: | Total Miles: |
|  |  |  |
| **Baggage Fees** (if any) |  |  |
|  |  |  |
| **Cash Tips** (if any) |  |  |
|  |  |  |
| **Tolls** (if any) |  |  |

**Additional space for any expenses for which you are requesting reimbursement:**

|  |  |  |
| --- | --- | --- |
| **Expense** | **Date(s) & Location/City** | **Amount**  |
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**Additional notes to explain any expenses:**