Travel Cost Estimate Worksheet

Please type or print information clearly

Allowable Per Diem

1. Day of departure .75 X	$ 0.00
2. Days X	$ 0.00
3. Day of return .75 X	$ 0.00

Hotel Cost Requested

4. Days X hotel rate	$ 0.00
5. Tax (domestic only): Days X hotel rate X tax rate (10% minimum)	$ 0.00

Other Costs

6. Registration/Tuition/Abstract Fees	
7. Airfare/Train	
8. City Cab	
9. Personal Auto Mileage: Miles X POV Reimbursement Rate	$ 0.00
10. Car Rental Expenses: Days X	$ 0.00
11. Taxi/Shuttle/Metro/Etc.:	
12. Parking/Tolls: Days X	$ 0.00
13. Telephone: Days X (international only)	$ 0.00
14. Other (explain in #20 Comments below)	
15. Subtotal	$ 0.00
16. Less Outside Reimbursement	
17. Total Estimated Contract Cost	$ 0.00

Travel Office information

18. Travel Office should handle arrangement for (check all that apply)
☐ Registration ☐ Air/Train ☐ Hotel ☐ City Cab ☐ Other (specify):

19. Does the traveler require an advance for this trip? ☐ Yes ☐ No

20. Name and source of outside funding to be provided:

Comments:

Employee Information/Prepared By

By my signature, I acknowledge that cash advances to employees must be accounted for by my submission of an After Trip Travel Expense Report and required receipts within 45 days after my return. If not submitted within 45 days, I hereby authorize the payroll organization to take deductions from my pay until my account and obligation to the Company has been fulfilled. In the event of my severance from the Company, any outstanding balance will become immediately due and payable. I expressly authorize the amount of that balance to be deducted from my final paycheck as permitted by law.

21. First Name	22. Last Name	23. Phone Number	24. E-mail Address
25. Signature			26. Date

Manager/Director Approval

By my signature, I attest that funds are available for travel within the approved budget

27. First Name	28. Last Name	29. Title
30. Signature		31. Date

Clear Form | Print Form Only | Print Form and Instructions

Travel Estimate Worksheet – Instructions

1. Enter per diem rate.
2. Enter number of full days in travel status (exclude day of departure and day of return) and enter per diem rate.
3. Enter per diem rate.
4. Enter number of days hotel is required and hotel rate requested.
5. Enter number of days hotel is required, hotel rate requested and hotel tax rate (estimate if not known).
6. Enter amount for registration/tuition/abstract fees.
7. Enter amount for airfare/train.
8. Enter amount for City Cab.
9. Enter number of miles to be driven and current mileage reimbursement rate.
10. Enter number of days rental car is required and daily rental rate.
11. Enter estimated cost of taxi, shuttle, metro, etc.
12. Enter number of days parking/tolls expense is requested and daily cost.
13. Enter number of days telephone cost is requested and daily rate.
14. Enter total of any other costs requested.
15. Enter subtotal of all costs.
16. Enter amount of any outside reimbursements of cost.
17. Enter net amount of estimated costs (subtotal less outside reimbursements).
18. Check all boxes for which the travel office should make arrangements for the traveler.
19. Check box indicating if traveler needs an advance of funds.
20. Enter name and source of outside funding being provided for this travel; enter any other relevant comments for this travel.
21. Enter traveler's first name.
22. Enter traveler's last name.
23. Enter traveler's phone number.
24. Enter traveler's email address.
25. Traveler should sign in this box.
26. Enter date of traveler's signature.
27. Enter first name of manager/director who is approving the travel request.
28. Enter the last name of the manager/director who is approving the travel request.
29. Enter the title of the manager/director who is approving the travel request.
30. The manager/director should sign in this box.
31. Enter the date the manager/director signed the request.