Tulane University OGPS/GSSA Travel Expense Itemization Sheet

Traveler Information:

Traveler: ____ **TU ID #** ____________________

Tulane Email Address:____

Department: ____

US Citizen or Permanent Resident? Yes No (Circle one)

Destination (include country) and purpose: ____

Departure date: _______________________ **Return date:** __________________________

Transportation expenses:

Airfare: $_________________ **Class:** __________

Rideshares/Taxis: $_______________

Automobile mileage: $______________ **($0.725 x # of miles) (Use only for personal vehicles)**

Registration expense: $_____________

Total expenses: $___________________

Amount to be reimbursed by OGPS/GSSA to traveler: $__________________

Amount to be reimbursed to another department (use only if a Tulane department paid some or all of the expenses): $_________________

Account number and/or contact person for department (if they paid)

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed. __________________________

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If justification is required for any item, please explain here.____

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Many schools or departments may have additional forms and/or processes which are required if you receive funding from them. Your GSSA representative, advisor, or departmental administrator can tell you what is required by your specific department.

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

Traveler's Signature (REQUIRED)