

**Employee Travel & Expense Cover Page**

*Please note that fields are not character limited, however only visible characters will come through to the SSC. Enter additional comments in the notes section, or attach another sheet of paper to this form.*

**Employee Information:**

Uniquename:	Approver Uniquename:
Cash Advance Amount:	Shortcode:

Dates to Exclude from Per Diem:	Type of Travel:
Purpose of Trip (Who, What, Why):	

**Outbound Travel:**

Departure Location:	Date:	
	Time:	
Arrival Location:	Date:	
	Time:	

**Return Travel:**

Departure Location:	Date:	
	Time:	
Arrival Location:	Date:	
	Time:	

**Per Diem:** *If you wish to claim Per Diem, please list date(s) at left, and check the boxes below to exclude a meal.*

List Date(s) Below:	Breakfast	Lunch	Dinner

Additional Expenses:	Dollar Amount:	Select Payment Type:
Departure baggage fee(s)		
Return baggage fee(s)		
Lodging		
Conference registration		
Car rental, fuel		
Select if rental is a university vehicle	<i>U of M Vehicle</i>	
Ground transportation		
Parking		
Mileage to/from airport	<i>Select: One Way Round Trip</i>	One-Way Mileage total:
Other (describe in notes):		

*Please attach all required receipts*

**NOTES:**