



## Employee Travel & Expense Cover Page

Please note fields are not character limited. Only visible characters will come through to the SSC. Enter additional comments in the notes section, or attach another page to this form. Revised 2/2026

Employee Information:	
Uniquename or UMID:	Approver Uniquename:
Shortcode(s) to Charge:	Cash Advance Amount:
Purpose of Trip (Who, What Why):	

Outbound Travel:		
City/State:	Date:	Time:
Arrival City/State:	Date:	Time:
Return Travel:		
City/State:	Date:	Time:
Arrival City/State:	Date:	Time:

**Per Diem:** If you wish to claim Per Diem, choose an option below – or – list dates then **check the box to exclude a provided meal**

Standard/All Meals	Dinner Only	No Meals	Specific – Listed Below
<i>List additional dates in additional column, or in Notes</i>			
<i>B = Breakfast; L = Lunch; D = Dinner</i>			
Dates:	B	L	D

Additional Expenses:	Dollar Amount(s):	Other Info:	P-Card?
Airfare			
Baggage fee(s)			
Lodging			
Conference Registration			
Car rental and/or rental car fuel			
<i>Is rental a</i>	<i>University Vehicle?</i>	Enter UM Vehicle #	n/a
Ground transportation ( <i>Uber, Taxi, etc</i> )			
Parking			
Mileage to/from airport	One-Way    Roundtrip		n/a
Train			

Please enter any other information in the Notes Section below.  
Remember that "Hosted Meals" should be marked as "Provided" in the above table.

Please attach all receipts required by your department & the UM SPG

**NOTES:**