The University of Texas at Tyler

| Payee: | RTA \#: |
| :---: | :---: |
| UT EID: | Dept.: |
| Departure | Return |
| Date/Time: | Date/Time: |
| Account | Destination |
| Purpose of Travel: |  |

Meals \& Lodging

| Date | Meals | Lodging |  <br> Lodging |
| :--- | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Transportation Costs

| Type <br> (airfare, auto, <br> bus, taxi) | Point-to-Point Itemization | Personal <br> Car <br> Mileage | Mileage <br> Reimb. @ <br> 58.5 cents | Fares <br> Paid | Daily Total for Mileage <br> \& Fares |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  | 0.00 |  | 0.00 |  |
|  |  |  | 0.00 |  | 0.00 |  |
|  |  |  |  | 0.00 |  |  |

Incidental Expenses

| Description | Amount |
| :--- | :--- |
|  |  |
|  |  |
|  |  |
| $(3)$ Total Incidental Expenses- attach receipts |  |

## Total Reimbursement Requested

\$
Direct Billed Expenses (For Informational Purposes Only):
Airfare
Rental Car
Other Direct Billed Items
\$
\$ $\qquad$

I certify that the expense account above is true, correct and unpaid.

