

## Travel Request Worksheet

Please use this worksheet to help you calculate your total travel expenses. This worksheet is not required but may be requested by your department's PD committee or FETPD. You do not need to submit this worksheet to Workday. The PD Funding Request Form is what you submit to Workday.

<u>EXPENSE ITEM</u>	<u>ESTIMATE COST</u>
Registration Fee	\$ _____
Airfare* (including taxes, fees, and baggage)	\$ _____
In-Flight Internet	\$ _____
Lodging (including taxes and fees)	\$ _____
Ground/Local Transportation (ex: Uber, Lyft, bus, cabs)	\$ _____
Per Diem* (meals not included in conference fees)	
# of Breakfasts x Amount	\$ _____
# of Lunches x Amount	\$ _____
# of Dinners x Amount	\$ _____
Parking (for CMH airport parking use current red lot rate)	\$ _____
Reimbursable Mileage* (\$0.70/mile, roundtrip from Main Campus)	\$ _____
Tips/Gratuities (\$7/daily)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**\*NOTES:**

- Per diem is based on the destination city. The per diem amounts used by Workday can be found on the federal government's GSA site: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- For Reimbursable Mileage, do not include commuter mileage (your home to CSSC). Start the mileage count from the Columbus Campus or Delaware Campus (for Delaware faculty). Be sure to include the roundtrip.
- You must have a REAL ID-compliant driver's license or other TSA-approved ID to fly for college travel. If you cannot board due to improper ID, you will be responsible for the cost of the ticket. Learn more at [tsa.gov/real-id](https://tsa.gov/real-id)