

PSU Travel Support Form Check List

- 1. Traveler's Name and PSU ID (employees only).
Non-PSU employees please supply your SSN if applicable.

 - 2. Purpose of trip (No abbreviations allowed for organizations, meetings, etc).

 - 3. Indicate Itinerary, i.e. From: State College To: Dulles To: San Francisco.

 - 4. Indicate Departure and Return Dates and Times.

 - 5. Indicate if Direct Air Bill (DBAF) was used.
Reflect your P-Card number if used to secure travel tickets.

 - 6. Indicate if Fleet was used.

 - 7. Indicate and provide P-Card number if prepaid registration was completed.

 - 8. Out-of-Country Per Diem: please attach worksheet.
<http://abs.psu.edu/travelrates>

 - 9. Privately-owned auto miles: Current mileage rate is 0.405/mile.

 - 10. Car Rental – provide original receipts.

 - 11. Lodging – provide original receipts. List only room rate + tax/night.

 - 12. Registration paid by you – provide receipt.

 - 13. Meals – attach per diem meal sheet and calculate individual meals
<http://abs.psu.edu/travelrates>

 - 14. Ground Transportation – provide original receipt for taxi, bus fare, etc.

 - 15. Non Direct-Billed Air/Rail Travel – attach original receipts.
Requires explanation why a DBAF was not completed for travel.
See accounting office for further details prior to purchasing travel by this method.

 - 16. Other: List other expenses, i.e. “business” telephone calls, internet service, parking, road tolls, copies, etc --- provide original receipts.

 - 17. Indicate Department Number, Fund Number, Fund Name, Project Number (Cost Center).

 - 18. **Traveler's signature and date.**

 - 19. **ADVISOR / PROFESSOR'S SIGNATURE AND DATE.**
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- Receipts smaller than 8 1/2" × 11" please attach to an 8 1/2" × 11" sheet of paper.
More than one receipt can be put on a sheet of paper.

Contact the MRI Accounting Office (201A MRL Bldg) should you have any questions or need clarification on any items.

- Diane Boldin (3-0811)
- Sharon Holzwarth (3-7844)

Travel Services Website:

https://www1.absecom.psu.edu/TRAVEL_ONLINE/TRAVEL/home.cfm