TRAVEL EXPENDITURE WORKSHEET

Traveler ____
Destination ______________________________________
Office Phone _____________ Home Phone ______________
Hour of Departure ________AM/PM Hour of Return_______AM/PM
(from Amherst) (to Amherst)

Itemized Expenditures: Amount to be Amount to be paid to

Date	Description	Reimbursed	Corporate Card

TOTAL: $__________ TOTAL$ ___________

Please attached all original receipts
Per Diem Rate: $50 for travel in Boston, New York City, Washington D.C., San Francisco, Baltimore, Chicago, Philadelphia and Seattle. All other cities within the US the per diem rate is $40 per day.
Mileage Rate: 50.5 cents per mile, effective 1/1/08