

ULTRA TECH TRAVEL EXPENSE STATEMENT INSTRUCTIONS

NAME AND ADDRESS: Enter name and home address

PROJECT CHARGE NO: Enter the charge number provided by the project manager.

BUSINESS PURPOSE OF TRIP: Enter a concise statement that describes the purpose of the trip.

ITINERARY: CITY/STATE: Enter the location you will be staying on that date. If it is the first day or last day of your trip, please enter city/state departing from to city/state of destination.

ITINERARY: DATE (M/D/Y): Enter one day per column, therefore a seven day trip requires seven columns

ALLOWABLE PER DIEM: Enter the lodging/meals per diem rate from the Government rate table in effect at the time of your trip. If not provided to you, go to <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm> and get the current rates for your location.

LODGING: Enter the actual amount paid for lodging. **DO NOT INCLUDE** taxes, movies, room service, etc. You must provide a receipt for these charges. If lodging is higher than the allowable per diem, please explain as necessary in the provided column. Room taxes are legitimate miscellaneous charges (see below).

MEALS: Enter the allowable per diem for meals. You may use only **one** of the following methods.
Method 1: Record 75% of meal per diem on the first and last days of trip, and the full meal per diem for all other days.
Method 2: Keep receipts for all meals and record actual cost of meals for each day of travel.

RENTAL VEHICLES: Enter a daily rate or the full amount of the rental car on the day that you pay for the car. **DO NOT INCLUDE** gas on this line.

TAXI: If you take a taxi to the airport or back to your home or office, enter the amount paid a reasonable gratuity is allowed. Although receipts are not formally required for costs under \$25.00, it is a good practice to get and turn-in a receipt.

MILEAGE: If you should drive to the airport and/or return home, you may claim mileage at the rate indicated. You may only claim that mileage which exceeds what you would normally drive to work.

PARKING: If you park at the airport or during your trip, enter the daily charges for this purpose here. Attach receipts.

TOLLS: If you are required to pay tolls while driving for official business, enter the amounts per day here and attach receipts.

BUSINESS PHONE CALLS: Any official business calls may be entered here and should correspond with the calls logged on your lodging receipt. Explain any unusual expense in the provided column.

MISC TRAVEL EXPENSES: This is the catch-all row. Enter airline or rail ticket costs on the day realized. Enter room and state taxes here. Enter gas expense for the rental car, and tips. Explain entries in the provided column. Include the daily rate of room tax, etc.

Total all charge rows to the right. If using the Excel workbook, this is automatically entered for you.

SUMMARY OF CHARGES: PROJECT CHARGE NO. Enter the project charge number provided by the project manager. If using the Excel workbook, this is automatically entered for you.

SUMMARY OF CHARGES: TOTAL or SUBTOTAL CHARGES: If multiple pages are required due to the duration of your trip, enter the total for the page. If you are using the Excel workbook, this is automatically entered for you.

SUMMARY OF CHARGES: LESS ADVANCE: If you requested and received an advance, enter the amount of the advance here. If you are completing a multi-page expense statement, enter this amount on the last page.

SUMMARY OF CHARGES: BALANCE DUE: Enter the amount the company owes you or the amount you owe the company due to an advance larger than trip costs. If using the Excel workbook, this is automatically entered for you.

ULTRA TECH TRAVEL EXPENSE STATEMENT

NAME:		EMPLOYEE NO.:		PROJECT CHARGE NO.:				BUSINESS PURPOSE OF TRIP (BE SPECIFIC):			
ADDRESS:		CITY:		STATE:		ZIP CODE:					
ITINERARY:	CITY/STATE:								TOTAL	EXPLANATION AS NECESSARY (ATTACH RECEIPTS FOR EXPENSES)	
	DATE (MM/DD/YY):										
ALLOWABLE PER DIEM (1):											
LODGING											
MEALS (2)											
RENTAL VEHICLES											
TAXI											
MILEAGE @ \$0.405 per mile											
PARKING											
TOLLS											
BUSINESS PHONE CALLS											
MISC TRAVEL EXPENSES (2)											
TOTALS										Recap in 'Summary of Charges'	
Notes: (1) Refer to current Ultra Technologies, Inc. Per Diem Schedule and enter appropriate rate for each travel day. (2) In accordance with Government regulations, no expense for alcoholic beverage may be charged to the Government.						SUMMARY OF CHARGES					
						PROJECT CHARGE #	TOTAL CHARGES	COMPANY PAID	EMPLOYEE PAID		
Certification I have read and understand the Travel SOP (Non-Allowability of Alcoholic Beverages). I hereby certify that all of the above expenses are in conformance with the policies, and that no gratuities to Government employees are claimed herein.											
Employee Signature and Date: _____						TOTAL CHARGES					
						LESS ADVANCE					
						BALANCE DUE					
						APPROVAL (PROJECT MANAGER OR ABOVE) AND DATE: _____					

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NAME:		EMPLOYEE NO.:		PROJECT CHARGE NO.:				BUSINESS PURPOSE OF TRIP (BE SPECIFIC):			
ADDRESS:		CITY:		STATE:		ZIP CODE:					
ITINERARY:	CITY/STATE:							TOTAL	EXPLANATION AS NECESSARY (ATTACH RECEIPTS FOR EXPENSES)		
	DATE (MM/DD/YY):										
ALLOWABLE PER DIEM (1):											
LODGING											
MEALS (2)											
RENTAL VEHICLES											
TAXI											
MILEAGE @ \$0.405 per mile											
PARKING											
TOLLS											
BUSINESS PHONE CALLS											
MISC TRAVEL EXPENSES (2)											
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						SUBTOTAL CHARGES					
						LESS ADVANCE					
BALANCE DUE											
						APPROVAL (PROJECT MANAGER OR ABOVE) AND DATE:					

ULTRA TECH TRAVEL EXPENSE STATEMENT

NAME:		EMPLOYEE NO.:		PROJECT CHARGE NO.:				BUSINESS PURPOSE OF TRIP (BE SPECIFIC):		
ADDRESS:		CITY:		STATE:		ZIP CODE:				
ITINERARY:	CITY/STATE:								TOTAL	EXPLANATION AS NECESSARY (ATTACH RECEIPTS FOR EXPENSES)
	DATE (MM/DD/YY):									
ALLOWABLE PER DIEM (1):										
LODGING										
MEALS (2)										
RENTAL VEHICLES										
TAXI										
MILEAGE @ \$0.405 per mile										
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BUSINESS PHONE CALLS										
MISC TRAVEL EXPENSES (2)										
TOTALS										Recap in 'Summary of Charges'
Notes: (1) Refer to current Ultra Technologies, Inc. Per Diem Schedule and enter appropriate rate for each travel day. (2) In accordance with Government regulations, no expense for alcoholic beverage may be charged to the Government.						SUMMARY OF CHARGES				
						PROJECT CHARGE #	TOTAL CHARGES	COMPANY PAID	EMPLOYEE PAID	
						Subtotal from Pg 1				
Certification I have read and understand the Travel SOP (Non-Allowability of Alcoholic Beverages). I hereby certify that all of the above expenses are in conformance with the policies, and that no gratuities to Government employees are claimed herein.						TOTAL CHARGES				
						LESS ADVANCE				
						BALANCE DUE				
						APPROVAL (PROJECT MANAGER OR ABOVE) AND DATE:				
Employee Signature and Date: _____										