SSLEEC Department FOREIGN
Travel Reimbursement Worksheet

Name of Traveler: _____

Funds to be Used: _____

Destination Country and City_____ Dates of Trip _____

Business Purpose of Trip: _____

Category	Amount	Notes
Meals & Incidentals	$_____	Submit **meal log** in place of receipts. List actual amount even if it exceeds the daily limit.
Lodging	$_____	
Airfare	$_____	
Registration	$_____	
Transportation		
Parking	$_____	
Train/Bus	$_____	
Taxi/Rideshare	$_____	
Car Rental	$_____	
Car Rental Fuel	$_____	
Mileage		
Personal Car Mileage	License Plate	_____ Insured ☐ Yes ☐ No
current reimbursement is 76 cents/mile	Starting Address	_____
Round Trip ☐ Yes ☐ No	Ending Address	_____
Miscellaneous		
_____	$_____	
_____	$_____	

Declaration of Missing Evidence Form required for missing receipts over $50. Each missing receipt requires its own form (individual meal receipts included).

Exceptional Approval Form required for items out of policy. Example: airfare at a class other than economy or car rental larger than intermediate.

Foreign per diem rates for lodging and meals vary by city and travel dates. Check the U.S. Department of State Foreign Per Diem Rates website to look up the daily maximum allowance for your trip.

Revised: 11/2026