

# Laboratory of Tree-Ring Research

## Travel Expense Report

**Print this form and follow its instructions.**

1. Fill out a **UA Travel Expense Report** - There is a link the form on the Internal Website, and paper copies are available in the Main Office.
  - a. Fill out every applicable line the UA Travel Expense Report (except “Object Codes”).
  - b. Record date and time you left Tucson, and the date and time you returned to Tucson

2. If the State Account is paying for this trip, Tom or Phyllis must initial here:

TWS \_\_\_\_\_ PNG \_\_\_\_\_

3. List all other travelers (unless they are filling out their own travel expense report)

*	*
*	*
*	*

4. Are you claiming RECEIPTS  OR PER DIEM  (\$ \_\_\_\_\_ per diem rate)

### 5. RECEIPTS

- a. Separate your receipts by category, and then order them by date.
- b. For “miscellaneous” receipts that do not have a description of the item(s) purchased, please write and explanation on the receipt.

Meals  
per diem  
receipts

Lodging  
camp fees  
hotel

Transportation  
taxi/shuttle  
gas OR mileage  
airfare  
parking fees

Miscellaneous  
phone calls  
internet  
laundry  
registration  
visa  
site entrance fee  
photocopying  
clothing  
field supplies  
etc.

6. Please return (a) this form, (b) your travel expense report, and (c) receipts to Ana.