IS INDIVIDUAL A UMCP EMPLOYEE
ON UMCP PAYROLL?
(Y/N) :

# UNIVERSITY OF MARYLAND
# COLLEGE PARK
# EXPENSE STATEMENT

DATE:

| FRS ACCOUNT | SOCIAL SECURITY NO* | FIRST NAME AND M.I. | LAST NAME |
|---|---|---|---|
| | | | |

* SOCIAL SECURITY NUMBER MUST BE PROVIDED. IF NOT APPLICABLE, PLEASE PROVIDE IMMIGRATION STATUS WITH VISA AND PASSPORT NUMBER.

| DEDUCTION CODE | D/DE | OUT-OF STATE REQUEST NO. | MILEAGE @ ½ RATE | SUBCODE | MILEAGE @ FULL RATE | AMOUNT | IDENT |
|---|---|---|---|---|---|---|---|
| **TR** | **86** | | | | | | |

HOME ADDRESS: _____ _____ _____ _____
STREET/APT# CITY STATE ZIP

PURPOSE OF TRAVEL _____

## TRAVEL EXPENSE BY DATE

| DATE (MM/DD/YY) | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|
| BREAKFAST | | | | | | | | |
| LUNCH | | | | | | | | |
| DINNER | | | | | | | | |
| LODGING* | | | | | | | | |
| TAXI OR LIMO | | | | | | | | |
| AIR/RAIL/BUS* | | | | | | | | |
| AUTO RENTAL* | | | | | | | | |
| PARKING FEE | | | | | | | | |
| BRIDGE OR TOLLS | | | | | | | | |
| TELEPHONE | | | | | | | | |
| REGISTRATION FEE* | | | | | | | | |
| PORTERAGE | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**MEAL COST INCLUDES RELATED GRATUITIES.**

| | | |
|---|---|---|
| "FULL RATE" PRIVATE AUTO MILEAGE | miles at 0.32 $ per mile | |
| "HALF RATE" PRIVATE AUTO MILEAGE | miles at 0.16 $ per mile | |
| **TOTAL EXPENSE** | | |

* ORIGINAL RECEIPTS MUST BE OBTAINED FOR EXPENSES NOT COVERED THROUGH PER DIEM

## ITINERARY

| DATE (MM/DD/YY) | | | | | | | | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TIME | START | END | START | END | START | END | START | END | START | END | START | END | START | END | |
| | | | | | | | | | | | | | | | |
| FROM: | | | | | | | | | | | | | | | |
| TO: | | | | | | | | | | | | | | | |
| TO: | | | | | | | | | | | | | | | |
| AUTO MILEAGE | | | | | | | | | | | | | | | |

CERTIFIED JUST AND CORRECT AND PAYMENT NOT RECEIVED…… : _____ DATE:

TRAVEL IN FULL COMPLIANCE WITH POLICY TRAVELER'S SIGNATURE

**FY 2002 Per Diem Rates: Breakfast: $7.50 Lunch: $9.50 Dinner: $21.00 Total: $38 / day**

**Note: It is department policy not to pay for meals when traveling on department funds.**