

## Traveler's Name:

Business Purpose for the Travel:

Was a spend authorization or travel advance requested for these expenses? Yes No

Were these expenses to attend a conference? Yes No

*If answered yes above, a conference agenda is required. (attach as a pdf file)*

Combined with personal travel?	Yes	No
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**Meals:** Mark with an X **only** if the meal was provided or you wish to decline the specific meal to reduce per diems.

[illegible]

T&H Card Used for Group Meals?	Yes	No

**Expenses:** Itemized receipts are required for single transactions of \$75 or more and for airfare, lodging, group meals, hospitality expenses and purchases made on behalf of another, regardless of the amount. For charges placed on a T&H Card, check the corresponding box in the "T&H Card" column. For expenses paid using personal funds and needing reimbursed, check the corresponding box under the "Personal Funds" column.

## Notes

Other Expenses (provide details below)

Personal Vehicle Mileage: (optionally attach a travel log or Google Maps directions)

From:

To:

Miles:

*Attach receipts as necessary and additional notes/documentation to ensure proper processing of your expense report. Add an exception request form provided by FACT if necessary. For any questions, please contact [finance\\_delivery@iastate.edu](mailto:finance_delivery@iastate.edu).*

For travel policy information, please visit FACT's Travel Information Page ([link](#)). For T&H card usage guidelines, visit Procurement's website ([link](#)).

**Travel Intake Form**  
**Appendix****Additional Funding Sources**

Funding Source(s) to Charge			
Driver Worktag	Department Detail (optional)	Assignee (optional)	Dollar Amount or Percentage Split

**Additional Legs of Travel**

TRAVEL START			TRAVEL END		
Location	Date	Time	Location	Date	Time

**Additional Meals**

Date	Breakfast	Lunch	Dinner

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