Travel Intake Form

Traveler's Name:	Completed By (if not traveler):			
Business Purpose for the Trave	l:			
	Funding Sourc	e(s) to Charge		
Driver Worktag	Department Detail (optional)	Assignee (optional)	Dollar Amount or Percentage Split	
Was a spend authorization or tr Were these expenses to attend	avel advance requested for these exp a conference? Yes	penses? Yes No No		

TRAVEL START			TRAVEL END		
Location	Date	Time	Location	Date	Time

Combined with personal travel? Yes

If answered "yes" above, it is recommended to reach out to your Procurement & Expense Specialist to ensure full compliance with travel policies.

Meals: Mark with an X only if the meal was provided or you wish to decline the specific meal to reduce per diems.

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

-	•		•	
Date	Breakfast	Lunch	Dinner	
If you have more than 5 travel days, please attach additional				

documentation or additional worksheets for those days.

T&H Card Used for Individual Meals? Yes No If yes, these will be marked as a Per Diem T&H Card Transaction in Workday will deduct from the total reimbursement. Receipts are required for individual T&H Card meals exceeding \$75.00.

T&H Card Used for Group Meals? Yes No If yes, an itemized receipt is required regardless of the dollar amount, as well as a list of attendees. Document the purpose of those attending and relationship to ISU.

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.

T&H Card	Personal Funds		Notes
		Airfare	
		Baggage Fees	
		Rental Car	
		Rental Car Fuel	
		Ground Transportation	
		Parking	
		Lodging – Hotel / Motel / Airbnb / VRBO	
		Group Meals	

Other Expenses (provide details below)

Tolls

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

To: Miles: From:

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.

Travel Intake Form Appendix

Additional Funding Sources

Funding Source(s) to Charge					
Driver Worktag	g 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
	-		

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.

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