

**ACTUAL TRAVEL REPORT**

(Form needs completed after taking trip.)

Name \_\_\_\_\_ Purpose of Trip \_\_\_\_\_

Date	Daily Itinerary		Daily total	1 <sup>st</sup> Day of Travel (75% of Daily Total)	Last Day of Travel (75% of Daily Total)	Enter Total for Each Day Traveled
	Departure	Arrival				
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					

<b>Other Expenses: Attach Receipt(s)</b>		Total for Daily Totals _____
Mileage _____	Taxi _____	Total for Other Expenses _____
Parking _____	Luggage Storage _____	Less Travel Advance _____
Total Other Expenses: _____		<b>Circle One: PACT or Traveler</b> _____

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

## Travel Actual Report Instructions

### **Name**

Traveler

### **Purpose of Trip**

Insert the Conference/Workshop Title that was attended.

### **Date**

Insert each day the traveler was gone.

### **Daily Itinerary**

Departure – Place & Time – insert the town and time the traveler started their travels from.

Arrival – Place & Time – insert the town and time the traveler will reached their destination.

These are completed on the first and last day of traveling.

If the traveler stayed more than the arrival and departure days, complete the Date and the Place with the destination the traveler stayed at.

### **Daily Totals**

Enter the Daily Total for all days traveled.

### **1<sup>st</sup> Day of Travel**

Enter the daily total amount for travel X 75% and enter that amount under this column heading.

### **Last Day of Travel**

Enter the daily total amount for travel X 75% and enter that amount under this column heading.

### **Enter Total for Each Day Traveled**

Enter the daily total amounts for each day traveled under this column.

### **Total Other Expenses**

#### **(Left hand side of form)**

The traveler will need to complete their other specific travel expenses that were incurred during traveling. Enter the total by each corresponding expense. To claim these expenses receipts MUST be attached. Upon listing all expenses by each category, total the Other Expenses Category. Then insert this total on the right hand side of the form under Total Other Expenses.

### **Total Daily Totals**

Add the lines in the Total Each Day Traveled and insert total here.

### **Less Travel Advance**

Insert the amount the traveler was advanced prior to traveling. If no advance was received, then put a 0 on the line.

### **Circle One: PACT or Traveler**

Take Total Daily Totals less the Travel Advance (if there was one) and enter the difference here. If the Total Trip Expenses exceed the Travel Advance, then circle traveler because the traveler spent more than you were advanced. If the Total Trip Expenses were less than the Travel Advance, then circle PACT because the traveler owes money back from the trip.