

Department of Meteorology Travel Form

Name of Traveler _____

PSU ID _____

Purpose of Trip _____

Departure		
Location	Date	Time

Arrival		
Location	Date	Time

PLEASE PROVIDE RECEIPTS

Airfare _____ Pre-paid by PSU YES NO

Mileage _____ attach Mapquest driving directions with mileage indicated

Lodging _____

Car Rental _____

Registration _____ Pre-paid by PSU YES NO

Other _____

Meals

	Day1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Breakfast									
Lunch									
Dinner									

Budget to be charged _____

Reminder: Please provide receipts for actual expenses