California State University, Chico
DoIT Travel Envelope
(To be returned to IASC upon trip completion)

Name: _____

Destination: _____

Departure:	**Return:**
Date: _____ Time: _____	Date: _____ Time: _____

Enclose All Original *ITEMIZED* Receipts

Travel Receipts Required For:

$_____ Airfare

$_____ Lodging

$_____ Rental Car

$_____ Rental Car Gas

$_____ Taxi

$_____ Parking

$_____ Shuttle/Bus Service

$_____ Bridge Tolls

$_____ Rail

Miles Traveled:

Air Miles Flown: _____

Taxi Miles: _____

Rental Car Miles: _____

Private Car Miles: _____

Rail Miles: _____

Shuttle/Bus Miles: _____

Subsistence Allowance:

Overnight Travel Only: Meals and Incidentals Per Diem based on destination. (as of Jan 1,2024)

In order to be reimbursed, you must provide all *ITEMIZED* receipts.

(Tips and tax are included in the per day limit.)

Date	Breakfast	Lunch	Dinner	Incidentals
	$	$	$	$
	$	$	$	$
	$	$	$	$
	$	$	$	$
	$	$	$	$
	$	$	$	$
	$	$	$	$