Filling out a Travel Worksheet

A copy of the fillable Travel Worksheet form can be found here.

I. General Information

1. Traveler should enter their full name (no nicknames).
2. Laboratory 5-digit employee number is required.
3. Enter any additional or non-business days in the vacation dates space.
4. Departure date/time is the time you leave Ames/home for the trip.
5. Return date/time is the time you return to Ames/home from the trip.

TRAVEL WORKSHEET
PLANNED ITINERARY

Ames Lab Travel Office
211 TASF
Iowa State University
Ames, Iowa 50011

Phone: 515-294-4488
Fax: 515-294-3958
email: kkennick@ameslab.gov

EA#

I. GENERAL INFORMATION

Traveler: 1	Office phone #:	Email address: 2	Ames Lab Employee#:
Vacation Dates FROM 3	(if combining with business - vacation days cannot exceed business days) THROUGH:		
DEPARTURE From Ames Date: 4	Time:	RETURN To Ames 5 Date:	Time:

II. Destination (If more than one destination or one meeting, traveler must separate dates and/or cities)

1. Actual business dates
2. City where the hotel is located
3. Where the business site is located
4. Host of the business

II. DESTINATION

MEETING DATES:	1	City of Lodging:	2
CITY, STATE:	3		
ORGANIZATION:	4		

III. Justification

1. Type in the reason for travel
2. For invited talks, check the box and name the title of the talk (these are tracked by the Director's Office)
3. *Class Coverage By & Student Supervision Coverage By for Physics Department Only*

III. JUSTIFICATION

All travel reimbursed by Ames Laboratory must include explicit justification of relevance to on-going business or USDOE funded program research. If you are giving an invited talk, check the box and list the title below followed by your justification. **Please print or type.**

1 ☐ Invited Talk - Title: _____ 2

3 CLASS COVERAGE BY: STUDENT SUPERVISON COVERAGE BY:

IV. Expenses

1. Transportation to/from Destination:

- Do not use this section for travel to/from airport. The mileage should be from Ames, Iowa, to the destination. If traveler's home is closer (and traveler is leaving from home), traveler should use the home address to calculate miles. A print out of miles from Website mapping services (e.g. Mapquest, Google Maps) is requested with completed travel worksheet. *If miles exceed 110% of what is approved, additional documentation will be required on the travel expense voucher.*
- Mileage rate – The mileage rate is set by the ISU Board of Regents. If the travel mileage is less than 100 miles round trip it will be $0.54/mile. If the mileage is over 100 miles round trip it will be $0.27/mile.
- ISU Vehicle Rental – Requires Laboratory Purchase Requisition, and recommended to be submitted with travel worksheet submission. Any car rental requires an accompanying and completed Request for Exception Approval Form. A print out of miles from a website mapping service (e.g. Mapquest, Google Maps) is requested with completed travel worksheet. If miles exceed 110% of what is approved, additional documentation will be required on the travel expense voucher. Information for ISU Cars www.transportation.iastate.edu/reservations. For ISU Car Reservations https://iastate.edu.agilefleet.com/loginasp

IV. EXPENSES

1. TRANSPORTATION TO/FROM DESTINATION:		(mileage rate as of January 1, 2015)				Totals
☐	Private Vehicle (Allowed miles).....	$0.2700		miles ($0.54 < 100 miles)	$	0.00
☐	Additional Miles	$0.2700		miles ($0.54 < 100 miles)	$	0.00
		$0.2700		miles ($0.54 < 100 miles)	$	0.00
☐	ISU Vehicle				$	
☐	Air Carrier (Name of Carrier).....	ACTUAL RATE BOOKED			$	
	The Fly America Act applies to all travel paid by The Ames Laboratory.			Concur ($9.00) or Agency Fee ($30.50):		
	a. Travel Agency - **TRAVEL AND TRANSPORT PH: 292-8182** Attn:				RLOC:	
	b. Airfare to be paid by (please check one).....	☐ Ames Lab		☐ Other/ISU		
				☐ Traveler (see policy)		
	c. Departing flight departure time.....					
	d. Return flight arrival time.....					
	e. Ticket must be purchased by (date).....			Airline Baggage Fee:		
	f. Saturday night stay over:					
	Airfare with stay over.....	$				
	Airfare without stay over.....	$				
2. TRANSPORTATION TO/FROM DM AIRPORT:						
☐	Limo/bus/Uber.....	$	x	days	$	0.00
☐	Private Vehicle.....	$ 0.54/mile	x 84	miles ($45.36 Ames-DSM)	$	
☐	Parking.....	$ 13.00	x	days	$	0.00
☐	Enterprise Car One-Way ☐ to Des Moines ☐ from Des Moines	$	x	way/s	$	0.00
3. TRANSPORTATION AT DESTINATION:						
☐	Bus/Taxi/Train/Subway/Ube.....	$	x	days	$	0.00
☐	Car Rental ☐Enterprise ☐Other Rental.....	$	x	days	$	0.00
☐	Car Rental Fuel					
☐	Parking.....	$	x	days	$	0.00
4. LODGING.....		$	x	nights	$	0.00
Tax.....		$	x	nights	$	0.00
5. ESTIMATED MEAL COSTS (traveler required to enter # of days).....		$	x	days	$	0.00
6. REGISTRATION (Attach copy of registration form)						
☐	Ames Lab to prepay (must exceed $100.00)	Registration Deadline Date:			$	0.00
☐	Traveler to pay (reimbursable via Travel Expense Voucher)				$	0.00
				Estimated Total	**$**	**-**

- Air Carrier – The Laboratory travel agency is Travel and Transport (T&T). Reservations can be made via phone, at 292-8182 or via Web at https://www.concursolutions.com/default.asp?host=www.tandt.com
- If Ames Lab is paying for 100% of the travel all airline reservations should be made through T&T. Travel and Transport will email you an itinerary which should be attached to the Travel Worksheet for Ames Lab purchase. Refer to the Ames Lab Travel policy regarding self-purchase of air tickets. Self-purchased tickets must be under $400 and cannot include any days prior to or beyond business time. Self-purchased tickets over $400 require a justification and approval by the COO.

2. Transportation to/from Des Moines Airport - Complete this section when going to the Des Moines airport. For an Enterprise car 1-way to or from the Des Moines airport the travel office must make the reservation for you.

3. Transportation at Destination - If you need a car rental at your destination, T&T can reserve a car when booking with airfare, or the Laboratory Travel Office can book it for you (For business travel only, see travel policy regarding rentals and vacation.) Enterprise is the preferred vendor. If you have to use National, the travel office has a billing card. Any car rental requires an accompanying and completed Request for Exception Approval Form.

4. Lodging - Lodging follows GSA per diem rates (www.gsa.gov/perdiem) for domestic and foreign travel. Domestic lodging rates come from the county of lodging. Anything more than the GSA per diem rate or if lodging is not at the business destination city a completed Request for Exception Approval form is required with travel worksheet. *Tax is not included in the domestic travel per diem rate, however foreign travel tax is included.*

5. Estimated Meal Costs – The Laboratory pays actual expenses not to exceed per diem for business destination.
   - Travel days (first and last) are 75% of GSA allowed rate and other business days are 100% of GSA rate. The meals and incidental expense breakdown can be found at www.gsa.gov/perdiem.
   - Traveler should indicate any meals provided with the registration.

6. Registration may be paid by Ames Lab or by the traveler. A completed registration form or information for registering on-line should be included with the travel worksheet. If Ames Laboratory will pay registration, Traveler must indicate for any meals included with the registration. Include the deadline for registration on the travel worksheet.

V. Cost Codes

1. Project codes must be provided before any travel can be entered. Note: if expenses are to be paid/shared by other, please give explanation. 1

V. COST CODES	
Project Code	Amount
Project Code	Amount
Project Code	Amount
If expenses to be paid/shared by others, explain:	

VI. Travel Signatures

1. All travel worksheets need to be signed by the traveler.
2. You must sign again in the space below that you have insurance if traveling my personal vehicle.

1

2

TRAVELER'S SIGNATURE (required)
If traveling by personal vehicle, I certify that I have minimum insurance coverage as required by the State of Iowa. TRAVELER'S SIGNATURE:
ACCOUNT HOLDER/SUPERVISORY APPROVAL **(Required for Iowa travel)**