

STATE TRAVEL EXPENSE SUMMARY

OVERVIEW

Use this template to provide the required information and help streamline the expense report process. Be sure to include all necessary details, such as travel dates, destinations, expenses, and receipts, to ensure timely processing. **Attach receipts or email them to dfm_accounting@dfm.idaho.gov.**

Items to include, if applicable: flight receipts, lodging receipts, car rental/transportation receipts, parking receipts, registration receipts, conference agenda, etc.

Traveler _____

Departure Location _____ Departure Date _____ Departure Time _____

Arrival Location _____ Return Date _____ Return Time _____

Lodging _____

Method of Travel _____ Mileage _____

Purpose of Travel _____

Meals Provided? _____

	P-Card	Personal
Flight	<input type="checkbox"/>	<input type="checkbox"/>
Hotel	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>

	P-Card	Personal
Baggage	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Meals	<input type="checkbox"/>	<input type="checkbox"/>