



Employee Travel ERS Worksheet

This form is required to be completed by employees who do not prepare their own reimbursement requests using the ERS online travel system.

Traveler's name _____ Access/User _____
 Report Name _____ Daytime Phone # _____
 Business Purpose _____

Notes _____

ITINERARY					
DEPARTURE			ARRIVAL		
Location	Date	Time	Location	Date	Time

Was personal travel combined with this business trip? Yes No (If yes, please provide personal travel dates, below)
 Dates: _____

Receipt Required?	Expense Type	PCard	Amount	
			PCard	Out of Pocket / Personal Credit Card
Yes	Airfare (DBAF used? Yes No)	<input type="checkbox"/>		
Yes	Other Long Distance Transportation: Bus /Trains?	<input type="checkbox"/>		
No	Local Metro / Subway / City Bus / Tolls	<input type="checkbox"/>		
No	Mileage (if personal vehicle) _____ miles @ _____ cents/mile			
Yes	Rental Car (VRES used? Yes No)	<input type="checkbox"/>		
Yes	Fuel (Rental Car Only)	<input type="checkbox"/>		
Yes	Taxi/Shuttle/Limo	<input type="checkbox"/>		
Yes	Parking	<input type="checkbox"/>		
Yes	Lodging (if OCONUS use attached sheet for calculation)	<input type="checkbox"/>		
No	Meal Per Diem (from attached sheet)	<input type="checkbox"/>		
Yes	Group Meals	<input type="checkbox"/>		
Yes	Seminar/Conference Registration	<input type="checkbox"/>		
No	Miscellaneous (Max. \$5 a day) – Please List: _____ _____ _____ _____			
Yes	Other (Please List): _____ _____ _____ _____			
Estimated Total				

Less non-reimbursed P-Card charges (personal or expenses covered by per diem)	()
Less Reimbursement Reduction	()
Less Cash Advance FO SRFC (Document #: _____)	()
* Estimated Amount Due Traveler (or Returned to the University)	

* The per diem amounts are the maximum reimbursement allowance. The actual per diem reimbursement may be adjusted for single day or partial day travel.

Distribution of Total Allowable Reimbursement (if known)

Budget Number	Fund Number	Fund Name	Object Code	Cost Center/Project #	Amount

Traveler's name: _____

Continental United States (CONUS) Worksheet

Private Residence Actual Expense (Employees on Travel Status Only)

Name	Address	Number of Nights	Total Amount (Max \$25/Night)
Total Lodging Expense (Add amount to Lodging line on page 1)			

Meal Per Diem Expense: abs.psu.edu/travelrates/CONUS (copy and paste URL in a new window/tab)

List each day that meals were provided for you on a separate line

Dates	Location	# of Days	Daily Meal Per Diem		Meals Provided by Host (Exclude)				Total Per Diem
			Meals	Inci-dental	All Meals	Break - fast 20%	Lunch 30%	Dinner 50%	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Meal Per Diem (carry amount forward to Per Diem line on page 1)									

Outside Continental United States (OCONUS) Worksheet

Per Diem Lodging Expense: abs.psu.edu/travelrates/OCONUS/ (copy and paste URL in a new window/tab)

Dates At Location	Location	Lodging Per Diem	Number of Nights	Total Per Diem
Total Lodging Expense (Add amount to Lodging line on page 1)				

Meal Per Diem Expense: abs.psu.edu/travelrates/OCONUS/ (copy and paste URL in a new window/tab)

List each day that meals were provided for you on a separate line

Dates	Location	# of Days	Daily Meal Per Diem		Meals Provided by Host (Exclude)				Total Per Diem
			Meals	Inci-dental	All Meals	Break - fast 20%	Lunch 30%	Dinner 50%	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Meal Per Diem (carry amount forward to Per Diem line on page 1)									

OCONUS actual expense reimbursement request require pre-approval and receipts/log.

Private Residence Actual Expense (Employees on Travel Status Only)

Name	Address	Number of Nights	Total Amount (Max \$25/Night)
Total Lodging Expense (carry amount forward to Lodging line on page 1)			