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| **DEPARTMENT OF POLITICAL SCIENCE**  **TRAVEL REQUEST FORM**  **WORKSHEET**  **TO PREVENT US FROM “OVER-ENCUMBERING” TRAVEL MONEY (WHICH PREVENTS OTHERS FROM BEING ABLE TO TRAVEL) – PLEASE COMPLETE THE FOLLOWING ITEMIZATION OF ANTICIPATED EXPENSES BEFORE YOU DETERMINE THE AMOUNT TO BE ENCUMBERED ON PAGE 1:** | | | |
| **REGISTRATION FEE:** | |  |  |
| Registration fees can be paid using the Department’s credit card. Complete the registration form and give to Denise. She’ll fill in the credit card information and fax the form. The fee, however, still has to be included in total reimbursement. |  |  |
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| **AIR FARE EXPENSE:** | |  |  |
| Check Expedia or Orbitz to get a good estimate. |  |  |
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| **HOTEL EXPENSE:** | |  |  |
| Check website <http://www.gsa.gov/portal/category/21287>. Click on state and a chart will come up showing max lodging. Price shown is excluding taxes. The last column on the right shows total meals per diem. Use this figure to calculate meals per diem expense below. |  |  |
| Also, check <http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm>  to see if there is a hotel in the area that has a contract with the State. |  |  |
| **HOTEL TAXES:** | |  |  |
| Estimate 14% of room costs |  |  |
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| **PER DIEM EXPENSE:** | |  |  |
| Check website <http://www.gsa.gov/portal/content/101518>. The first chart shows per diem total per day. However, the per diem for the first and last day of travel is 75% of total daily allowable—see second chart. |  |  |
| **PARKING:** | |  |  |
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| **TAXI/RENTAL CAR/SHUTTLE:** | |  |  |
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| **BAGGAGE FEE:** | |  |  |
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| **MILEAGE: (57.5 cents per mile)** | |  |  |
| Roundtrip mileage to/from San Marcos and Austin Bergstrom is 64.56 miles ($37.12). If you do not live in San Marcos, mileage is calculated from campus to airport and then from airport to your home. Use MapQuest to estimate miles. |  |  |
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| **TOTAL AMOUNT TO BE REIMBURSED:** | |  |  |
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| Revised Spring 2020 | |  |  |