

SUMMARY OF BUSINESS EXPENSES FOR TRAVEL

Traveler Type: (circle/check one)	[employee], [CIT student], or [non-CIT employee]
Full Name:	
Caltech ID#:	
Travelling from: City	
Destination: City	
Date travel began:	
Date travel ended:	
Purpose of travel:	
Home Address:	
Institution:	
Department Address:	
Phone/Fax:	
Email:	
URL:	
Direct Deposit*/or Check: (Currency) + (Exchange Rate) if not in US dollars	[which ?] CONVERTER: http://www.oanda.com/convert/classic
PTA of account to charge: [admin]	

SUMMARY TOTALS:

Airfare	Local Transportation Taxi, Tips, Shuttle, etc.	Auto Rental/ or Mileage (.445)	Parking	Lodging
\$	\$	\$	\$	\$
Meals/Tips	Telephone/Fax/Internet Use	Registration	Misc.	GRAND TOTAL
\$	\$	\$	\$	\$

* To get funds deposited directly to a US bank, please submit (one time only) the Direct Deposit Authorization Form, which is obtainable at
<http://procurement.caltech.edu/payment/directdeposit.htm>

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