

# CDC Travel Expense Worksheet

First Name:	Last Name:	User ID:	Travel Order/Auth #:	PNR Locator:	Departure Date:	Return Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Changes were made to the itinerary to accommodate leave, extended TDY, etc.:	<input type="checkbox"/>	Sponsored:	<input type="checkbox"/>	International:	<input type="checkbox"/>	Trip was < 12 hours:	<input type="checkbox"/>
--	--------------------------	------------	--------------------------	----------------	--------------------------	----------------------	--------------------------

## Lodging Expense Details (Domestic)

Location	From	To	Receipt #	Rate	Reimbursement Method

\* Please see explanation below

## Itemized Non-Mileage Expenses (Domestic)

\* Expenses marked with an asterisk require a justification. If not already entered into the ConcurGov authorization, please justify. If you choose "Other" from the drop down menu, please explain the expense in the justification field.

Description	Date	Reimbursement Method	Receipt #	Amount	Justification
			<input type="text"/>		
			<input type="text"/>		
			<input type="text"/>		
			<input type="text"/>		
			<input type="text"/>		
			<input type="text"/>		
			<input type="text"/>		

## Mileage-Related Expenses

Expense Description	Expense Date	Miles

### Additional amount not already indicated to be remitted to Government Charge Card (GOVCC):

*\*Field currently disabled as this option is not available in ConcurGov\**

This field is for any expense(s) that is/are not accounted for above and that should be paid directly to the GOVCC vendor. For example, if you used your GOVCC to make an ATM withdrawal, you can make arrangements to repay it by entering the amount here or if you paid for a meal using your GOVCC you may enter that amount here.

### Options for Reimbursement

GOVCC - Traveler paid on GOVCC and reimbursement should be sent directly to GOVCC vendor on traveler's behalf.

Personal - Traveler paid for expense and reimbursement should be made to traveler.

Sponsored In-Kind - Traveler did not incur any expense. Sponsor provided directly.

### Additional Comments:

<input type="text"/>
----------------------

You may print this form (File>Print) or you may save the document (File > Save As) and send it as an email attachment if you wish.