IOWA STATE UNIVERSITY

Finance Service Delivery
finance_delivery@iastate.edu

Travel Intake Form

Traveler's Name: ______________________ Completed By (if not traveler): ______________________

Business Purpose for the Travel: ______________________

Funding Source(s) to Charge			
Driver Worktag	Department Detail (optional)	Assignee (optional)	Dollar Amount or Percentage Split

Was a spend authorization or travel advance requested for these expenses? Yes ○ No ○
Were these expenses to attend a conference? Yes ○ No ○
If answered yes above, a conference agenda is required. (attach as a pdf file)

TRAVEL START			TRAVEL END		
Location	Date	Time	Location	Date	Time

Combined with personal travel? Yes ○ No ○
If answered "yes" above, it is recommended to reach out to your Procurement & Expense Specialist to ensure full compliance with travel policies.

Meals: Mark with an X **only if** the meal was provided or you wish to decline the specific meal to reduce per diems.

Date	Breakfast	Lunch	Dinner
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
If you have more than 5 travel days, please attach additional documentation or additional worksheets for those days.			

T&H Card Used for Individual Meals? Yes ○ No ○
If yes, these will be marked as a *Per Diem T&H Card Transaction* in Workday will deduct from the total reimbursement. Receipts are required for individual T&H Card meals exceeding $75.00.

T&H Card Used for Group Meals? Yes ○ No ○
If yes, an itemized receipt is required regardless of the dollar amount, as well as a list of attendees. Document the purpose of those attending and relationship to ISU.

Expenses: Itemized receipts are required for single transactions of $75 or more and for airfare, lodging, group meals, hospitality expenses and purchases made on behalf of another, regardless of the amount. For charges placed on a T&H Card, check the corresponding box in the "T&H Card" column. For expenses paid using personal funds and needing reimbursed, check the corresponding box under the "Personal Funds" column.

T&H Card	Personal Funds		Notes
☐	☐	Airfare	______________________
☐	☐	Baggage Fees	______________________
☐	☐	Rental Car	______________________
☐	☐	Rental Car Fuel	______________________
☐	☐	Ground Transportation	______________________
☐	☐	Parking	______________________
☐	☐	Lodging – Hotel / Motel / Airbnb / VRBO	______________________
☐	☐	Group Meals	______________________
☐	☐	Tolls	______________________
☐	☐		

Other Expenses (provide details below) ______________________
Personal Vehicle Mileage: (optionally attach a travel log or Google Maps directions)
From: ______________ To: ______________ Miles: ______________

Attach receipts as necessary and additional notes/documentation to ensure proper processing of your expense report. Add an exception request form provided by FACT if necessary. For any questions, please contact finance_delivery@iastate.edu.
For travel policy information, please visit FACT's Travel Information Page (link). For T&H card usage guidelines, visit Procurement's website (link).

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Appendix

Additional Funding Sources

Funding Source(s) to Charge			
Driver Worktag	Department Detail (optional)	Assignee (optional)	Dollar Amount or Percentage Split

Additional Legs of Travel

TRAVEL START			TRAVEL END		
Location	Date	Time	Location	Date	Time

Additional Meals

Date	Breakfast	Lunch	Dinner
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Attach receipts as necessary and additional notes/documentation to ensure proper processing of your expense report. Add an exception request form provided by FACT if necessary. For any questions, please contact finance_delivery@iastate.edu.
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