

INTER-ISLAND OR OUT-OF-STATE  
Travel Completion Form  
Tropical Plant and Soil Sciences

Name: \_\_\_\_\_

**Source of funds (account number):** \_\_\_\_\_

Travel Date/Time:

Traveled to: \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Left at: \_\_\_\_\_ (AM or PM)      Returned at: \_\_\_\_\_ (AM or PM)

Purpose/justification of trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached are my receipts for:

Air ticket \_\_\_\_\_ (If coupons were issued, then not necessary to submit anything)  
Out-of-State attach air ticket and itinerary

Parking \_\_\_\_\_

U-Drive \_\_\_\_\_ (Rental agreement copy stamped "paid" if charged on your  
personal charge and claiming on this completion; if PO was  
issued for U-Drive, we still need the rental agreement copy to  
process the PO for payment)

Taxi \_\_\_\_\_

Gas \_\_\_\_\_

Other \_\_\_\_\_

Receipts \_\_\_\_\_ (Staple to this form, explain what items were purchased for use on  
the trip if the receipt does not list it clearly)

Claiming mileage: Yes \_\_\_\_\_ No \_\_\_\_\_ BU Rate: \_\_\_\_\_ Federal Rate: \_\_\_\_\_

If someone else dropped you off or picked you up, please note down person's name also.

Dropped off by \_\_\_\_\_ Picked up by \_\_\_\_\_