College of Pharmacy and Pharmaceutical Sciences
Washington State University

Name	
WSU ID#	
SA#	

Workday Travel Expense Worksheet

College of Pharmacy and Pharmaceutical Science

Justification	

*Add both departure and return time on the appropriate date(s) below		Breakfast		Lunch		Dinner		Lodging		Mileage
Date	*Time	City/State	Per diem Yes/No	City/State	Per diem Yes/No	City/State	Per diem Yes/No	City/State	Room Rate	Miles Driven

Meal Receipts are not required; Per diem allowance (Y or N) provided at appropriate rate for all purchased meals that were not already provided through the confererence. **Per diem dollar amount & Mileage dollar amount will be added to your total by CPPS Business Services.**

Lodging Total	**$** 0	**Total miles:** 0
Combined Estimated Total	**$** 0	

Date	Vendor	Purpose (Example: Parking, Taxi)	Expense
(Add this total to the Combined Estimated Total in above section) **Total**			**$** 0

Comments

IMPORTANT: Reimbursement will be processed via Workday using this form; Fill out completely, attach individual itemized receipts, and forward to Department Support Staff or CPPS Business Services for processing. Final review and approval will be submitted from Workday.

Updated 6.2021, AP