

Farm Show 2020

ERS Travel Worksheet, Submit 3/2 and Process by 3/9

Employee Non-Employee

Employee PSU ID

Traveler's Name

Email Address Daytime Phone #

Mailing Address _____

Business Purpose Participate in Extension Meetings & Demonstrations in Harrisburg, PA

Notes: Committee Served on

PSU Employment Status
 Exempt
 Non-Exempt
 Wage
 NA

Departure			Arrival		
Location	Date <small>(mm/dd/yyyy)</small>	Time	Location	Date <small>(mm/dd/yyyy)</small>	Time

Receipts Required?	*Mileage rate as of Jan. 1, 2020	
No	Mileage (if personal vehicle) miles @ .575 cents/mile*	
No	Fleet Vehicle Used (check if yes) <input type="checkbox"/>	-----
Yes	Other Long Distance Transportation: Bus/Trains	
No	Local Metro/Subway/City Bus/Tolls	
Yes	Taxi/Shuttle/Limo	
Yes	Parking	
No	Lodging -- record number of nights at Sheraton Direct Billed -- Paid on Purchase Order Through PSU 	-----
No	Meal Per Diem (total from page 2)	
Yes	Other (Please List)	
Total		
Travel Expenses Not Reimbursed by PSU		
Amount Due to Traveler		

Meal per Diem Expense: The Daily Meal Per Diem for Farm Show 2020 is Meals \$56/ Incidentals \$5. **Total of \$61/Day is the Maximum Allotment** Please mark appropriate code in column next to meal amount --"C" if paid by cash;

Please only claim what you spend.

"P" if paid by purchasing card (employees only)

Date (mm/dd/yyyy)	Location	C or P	Breakfast Amount	C or P	Lunch Amount	C or P	Dinner Amount	Total Per Diem

Total Meal Per Diem (carry amount forward to Per Diem line on Page 1)

New Policy, all committees with fund (83UR) representing the Farm Show Grant, must provide all Meal Receipts to the Farm Show Office.

Create a second copy of your worksheet with receipts attached and submit it to your Committee Chairperson for their signature.

Comments: _____

Departmental Accountant/ERS Delegate: Name: _____ USER: ID

(required for employees only)

Address: _____

Required Traveler's Signature: _____ Date: _____

Send to Committee Chair for completion and approval signature

This section to be completed by Committee Chairs:

Please refer to Farm Show Database ("List Members by Name") For Fund Number and Sub-Object information and record in the appropriate spaces below.

Please record in the database your approval of each member's form.

	Abbrev. Name / Sub-Obj.	Budget #	*Fund #	Object Code	Cost Center	Amount
PDA GRANT		504-04	83UR0	336	4275	
PSU FUND		504 -		336	4275	

Required Committee Chairperson's Signature: _____ Date: _____

Committee Chair forward Non-PSU Employee forms to Farm Show 2020, 318C Tyson Bldg. University Park, PA 16802. ALL PSU Employees to their ERS Delegates for processing as indicated by traveler.

This section to be completed by Departmental Accountant/Delegate for PSU employees: FS20-Name-Dates (i.e. FS20-Story-1/7-11/20)

ERS Report Name: _____