

# Farm Show 2022

## ERS Travel Worksheet, Submit Deadline 3/7/22

Employee                       Non-Employee                      Employee PSU ID

Traveler's Name

Email Address       Daytime Phone #       PSU Employment Status

Mailing Address

Business Purpose Participate in Extension Meetings & Demonstrations in 2022 Farm Show, Harrisburg, PA

Notes:                      Committee Served on

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. 2022	
No	Mileage (if personal vehicle) <input style="width: 50px;" type="text"/> miles @ .585 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 <input style="width: 80px;" type="text"/>	-----
No	Meal Per Diem ( total from page 2)	
Yes	Other (Please List)	
<b>Total</b>		
Travel Expenses Not Reimbursed by PSU		
<b>Amount Due to Traveler</b>		

**Meal per Diem Expense:** The Daily Meal Per Diem for Farm Show 2022 is Meals \$59/ Incidentals \$5. **Total of \$64/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)

**Note:** All committees with Farm Show Grant 500000017924, must provide all Meal Receipts to the Farm Show Office for their auditors. Prepare a second copy of your worksheet with meal receipts attached to your Chairperson for signature and their forwarding to Farm Show Office. Don't sent receipts to Penn State Offices.

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 Allocation (PDA Grant or PSU Extension with Internal Order#) and record Committee Name or Abbrev. information in the appropriate spaces below.

Chair's record in the database your approval of each member's form so they receive an email update on the status of submission.

Budget Area	Committee Name. OR Sub-Obj.Abbrev	Travel GL Acct	Internal Order#	Fund #	Total Amount
PDA FARM SHOW		GL 52780100	500000017924	21215 02000	
PSU EXTENSION		GL 52780100	550000002747	21215 4275	

Required Committee Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair forward Non-PSU Employee forms to Farm Show 2022, Penn State Extension, 323 Ag Admin. Bldg. University Park, PA 16802; and 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: FS22-Name-Dates (i.e. FS22-Story-1/7-11/22)

ERS Report Name: \_\_\_\_\_