

Employee

Non-Employee

Employee PSU ID

Traveler's Name

Email Address

Daytime Phone #

PSU Employment Status

Mailing Address

Exempt

Non-Exempt

Wage

NA

Business Purpose

Participate in Extension Meetings & Demonstrations in Harrisburg, PA

Notes:

Committee Served on

Departure			Arrival		
Location	Date (mm/dd/yyyy)	Time	Location	Date (mm/dd/yyyy)	Time

Receipts Required?	*Mileage rate as of Jan 2025		
No	Mileage (if personal vehicle)	miles @ .70 cents/mile*	
No	Fleet Vehicle Used (check if yes)		-----
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			

