## Farm Show 2025 Travel Worksheet - Process by March 3, 2025

	Employ	ee		Non-E	mployee		Employe	e PSU ID
Traveler's Name  Email Address				Daytime Ph	one #		PSU Employ Exen	
Mailing Address _ Business Purpose Pa	Non-Exempt Wage NA							
Departure					Arri	1		
Location	1	Date (mm/dd/yyyy)	Time	L	ocation	Date (mm/dd/yyyy)	Time	4
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								_
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Receipts Requir	ed? *Milea	ge rate upda	ated for 202	5 Jan.				
No					bd cents/mile*			
		(if personal ve						
No		ehicle Used (ch	l					
Yes	Other L	ong Distance T	ransportation:					
No	Local M	Netro/Subway/C	City Bus/Tolls					
Yes	Taxi/Sl	huttle/Limo						
Yes	Parking							
No		g record nur : Billed Paid c						
No		er Diem ( total f						
Yes	Other (Please							
		<u> </u>			Total			
	Travel	Expenses Not R	leimbursed by F	PSU				
	Amou	nt Due to Trave	eler					

Meal per Diem Expense: Please claim only what you spend. The Daily Meal Per Diem for Farm Show 2025 is Meals \$63/ Incidentals \$5, Total of \$68/Day is the Maximum Allotment-see Instructions sheet for breakdown and first/last day rate.

Date (mm/dd/yyyy)	Location	C or Breakfa P Amount		Lunch Amount	C or P	Dinner Amount	Total Per Diem		
eceipts attached and submit it to your Coments:	nairperson for signature and their fo	rwarding to the Farr	<u>1 Show Of</u> j	fice. Please don't	<u>t send ı</u>	<u>receipts to Penn St</u>	tate Offices.		
Departmental Accountant/Tro (required for employees only)	vel Delegate: Name:	e: Access ID:							
(	Address:								
		Date:							
<b>quired</b> Traveler's Signature:									
quired Traveler's Signature: - to Committee Chair for com	pletion and approval sig	nature							
	ommittee Chairs: ("List Members by Name' ttee Name/Abbreviation	"). Identify the fir information in the	ne appro	opriate spa	ces b	elow.			
to Committee Chair for committee Chair for committee Chair for committee to be completed by Committee to Farm Show Database ension) and record Committee Committee to Farm Show Database ension)	ommittee Chairs: ("List Members by Name' ttee Name/Abbreviation	"). Identify the fir information in the oproval of each	ne appro membe	opriate spa	ces b ney re	elow.	ail update on st		
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Park, PA 16802 OR Email Scanned documents directly to lph5334@psu.edu, committee as subject.PSU employees to their travel Delegates for processing.

This section to be completed by Departmental Accountant/Delegate:

Farm Show Report Name:

Send