| | Employee | Non-Employee | Employee PSU ID |
|------------------|-----------------------------------|------------------------------------|-----------------------|
| Traveler's Name | | | |
| Email Address | | Daytime Phone # | PSU Employment Status |
| | | | Exempt |
| Mailing Address | | | Non-Exempt |
| Business Purpose | Participate in Extension Meetings | & Demonstrations in Harrisburg, PA | Wage |
| Notes: | | Committee Served on | |
| | | | |

| Departure | | | Arrival | | | | |
|-----------|---------------------|------|----------|---------------------|------|--|--|
| Location | Date (mm/dd/yyy) | Time | Location | Date (mm/dd/yyy) | Time | | |
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| 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 |

1/9/2025

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.* Please mark appropriate code in the column next to the meal amount -- "C" if paid by cash; "P" if paid by purchasing card (employees only)

| Location | C or P | Breakfast Amount | C or P | Lunch Amount | C or P | Dinner Amount | Total Per Diem |
|----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|-----------|------------------|-------------------|
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| | Location | Location Corp Image: Comment of the second se | | | | | |

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

All committees representing the Farm Show Grant, must provide all Meal Receipts to the Farm Show Office for their auditors. Prepare a **second copy of your worksheet with** meal receipts attached and submit it to your Chairperson for signature and their forwarding to the Farm Show Office. Please don't send receipts to Penn State Offices. Comments:

Departmental Accountant/Travel Delegate: Name:

(required for employees only)

Address:

<u>Required</u> Traveler's Signature:

Date:

Date:

Access ID:

Send to Committee Chair for completion and approval signature

This section to be completed by Committee Chairs:

Refer to Farm Show Database ("List Members by Name") For Financial Allocation (PDA Grant or Penn State Extension) and Committee Name/Abbreviation information and record in the appropriate spaces below. Chairperson's please record in the database your approval of each member's form so they receive an email update on status.

| Committee Name | Budget Area | Internal Order | GL Account | Total Amount |
|----------------|---------------------|----------------|------------|--------------|
| | PDA Grant Farm Show | 50000030184 | 52780100 | |
| | | | | |

Required Committee Chairperson's

Signature:

Committee Chair forward Non-Employee forms to Farm Show 2025, Penn State Extension, 323 Ag Admin Bldg, 431 Curtin Rd, University Park, PA 16802 OR email scanned documents to Iph5334@psu.edu, committee as subject. All PSU employees to their travel Delegates for processing.

This section to be completed by Departmental Accountant/Delegate:

ERS Report Name: