

**CARLETON COLLEGE
TRAVEL PLANNING FORM**

Use this form to budget expenses associated with business travel before a trip is taken.

Complete reimbursement guidelines are available from the Business Office website: <http://apps.carleton.edu/campus/business/AcctPay/>

TRANSPORTATION: A) Airfare should be booked through the most economical means including the use of travel web-sites or travel agency.
 B) Personal mileage reimbursed at Carleton rate. *Attach mileage log or Google Maps type mileage documentation.*
 C) Car rental reservations may be made if it is economical and a business necessity. A "mid-size" model is considered adequate. Collision damage or personal insurance should not be accepted for business travel rentals since the college self-insures; however, insurance should be accepted when traveling outside the United States.

LODGING: A) Hotel/motel reservations should be made at reasonably priced locations using standard accommodations.
 B) Laundry and cleaning is allowed only on trips of one week or longer.
 C) Movie rentals are a personal expense and not reimbursable.

MEALS: Local Meals & Incidental Expense (M&IE) Guidelines:
 Guidelines for M&IE rates at other destinations can be found at www.gsa.gov/mie
 Original detailed receipts are required; credit card statements do not provide sufficient documentation.

ENTERTAINMENT: All College entertainment must have a substantive business purpose. Include the names and business relationship of attendees and explain the business purpose (benefit) to the College.

Travel Budgeting Tool

Employee Name: _____

Travel Destination: _____

Purpose of Trip: _____

Travel Dates: _____

Description/Dates	Monday	Tuesday	Weds	Thursday	Friday	Saturday	Sunday	
Hotel Room Expenses								Total Hotel: \$
Tel. chrgs on Hotel Bill								
Other chrgs.								
Meal - Breakfast								Total Meal Expenses: \$
Lunch								
Dinner								
Transportation								Total Transportation: \$
Personal car costs								
Rental car costs								
Gas purchases								
Taxi, bus, etc.								
Tolls								
Parking								
Other Expenses								\$
Grand Total								\$

Approved by Supervisor or Div Head

Date