FI 51A 01/2014
Division of Finance

Clear Form

Auto Fill Enabled ☑

**Form Control Number

**Submitted Date

Transaction I.D.

Code | Dept. | Document Number

*Vendor Code (EIN)

*Phone

**Traveler Name

**Dept / Unit

Street Address

Acct. Prd. & Fiscal Year (MMYY)

Budget FY (YY)

Check Category

City

UT
State

Zip Code

Dept. Control Number (Not Recorded in FINET)

Date of Departure MM/DD/YYYY

Time of Departure HH:MM AM/PM

Date of Return MM/DD/YYYY

Time of Return HH:MM AM/PM

Destination

State Employee Travel Reimbursement Request for In-State Travel

Totals

Business Telephone 6132	Meal Allowance 6005	Lodging 6006	Miscellaneous 6003	Mileage 6002	Mileage 6004	Transportation 6007	Registration 6276
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Grand Total of All Travel	$0.00
(Less) Travel Advance Clearing, or Other	$0.00
(Less) Expenses paid through BTA	$0.00
(Less) Prepaid Registration	$0.00
(Less) Prepaid Lodging	$0.00
Due Traveler	$0.00

Additional Comments

Funding

Object	$ Amount	Fund	Dept	Unit	Appr	Activity	Function	Program	Phase
6132	$0.00								
6005	$0.00								
6006	$0.00								
6003	$0.00								
6002	$0.00								
6004	$0.00								
6007	$0.00								
6048	$0.00								
6276	$0.00								
Total	$0.00			**Due Traveler**		$0.00	**Amount Difference**		$0.00

I, the traveler, hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business and that the amounts are correct and proper.

Traveler's Title

**Traveler's Signature*

The undersigned hereby certify that the expenses on this form were authorized as essential to official state business and payment thereof will not exceed appropriation.

Database Actions

Save... | Save New...

eSign Form | eMail Form...

**Budget & Accounting Officer or Authorized Agent*

***Dept. Head or Authorized Agent Approval* *(Can be the same as B&A Officer or Auth. Agent.)*

*Fields Required to save form. ***Read Only Fields.*

Meals & Lodging

Date MM/DD/YYYY	Time HH:MM AM/PM	Itinerary From	Itinerary To	Breakfast	Lunch	Dinner	Total Meals	Lodging Amount
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
						Totals	$0.00	$0.00

Miscellaneous

Dates MM/DD/YYYY	Registration Fees	Business Phone	Personal Phone	Other	Other Description
Totals	$0.00	$0.00	$0.00	$0.00	

Transportation

Date MM/DD/YYYY	Transportation Code	Transportation Amount	Private Vehicle Mileage	Private Vehicle Rate	Private Vehicle Amount
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	N/A				$0.00
	Total	$0.00		**Total**	$0.00