FI51C CY20 AR
Revised: 01/2020
Division of Finance

Control Number (Not saved in FINET)

Document Date

FINET Transaction ID

Code | Dept. | Document Number

*Vendor Code (EIN): 00000T

*Phone

*Traveler Name

*Department / Unit

Departure Date | Departure Time | Destination

Street Address

Return Date | Return Time

City | State: UT | Zip Code

*Department Name

Auto Fill Enabled

Clear Form

Accounting Period | Fiscal Year | Budget Fiscal Year

*Division Name

Non-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 Signature

Traveler's Title

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.

*Budget & Accounting Officer or Authorized Agent

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

*Required 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