FI51D FY21 AR
Revised: 10/2020
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

Auto Fill Enabled

City | State UT | Zip Code | *Department Name

Clear Form

Accounting Period | Fiscal Year | Budget Fiscal Year | *Division Name

NON-STATE EMPLOYEE TRAVEL REIMBURSEMENT REQUEST FOR OUT-OF-STATE TRAVEL

Totals

Business Telephone 6132	Meal Allowance 6055	Lodging 6056	Miscellaneous 6053	Mileage 6062	Transportation 6057	Registration 6276
$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) P repaid Lo dging	$0.00
Due Traveler	$0.00

Additional Comments

Funding

Object	$ Amount	Fund	Dept	Unit	Appr	Activity	Function	Program	Phase
6132	$0.00								
6055	$0.00								
6056	$0.00								
6053	$0.00								
6062	$0.00								
6057	$0.00								
6098	$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	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	Rate	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