



MECHANICAL ENGINEERING

Faculty/Staff TA Worksheet

TA# _____

FOSec: _____ Entered on Calendar & GoogleDoc

Primary Traveler: _____

I have a current Traveler Profile at Y-Travel .

If not, provide: DOB _____ and name exactly as it appears on your drivers' license _____.

- I will book travel with Y-Travel **OR** FOSecs work with Y-Travel for me
- Others book with Y-Travel **OR** FOSecs arrange with Y-Travel

Accompanying Travelers.

1.	stdt / family / other		
2.	stdt / family / other		
3.	stdt / family / other	5.	stdt / family / other
4.	stdt / family / other	6.	stdt / family / other

Destination: _____

Trip start date: _____

Trip return date: _____

Purpose: _____

Rough estimate of expenses for all travelers on this TA:

Airfare	Primary Traveler:	+	Accompanying Travelers:	=	Total Airfare
Lodging	Primary Traveler:	+	Accompanying Travelers:	=	Total Lodging
Rental Car, taxi, etc.	Primary Traveler:	+	Accompanying Travelers:	=	Total rental car & other travel costs:
Meals	Primary Traveler:	+	Accompanying Travelers:	=	Total Meals:
Vehicle Mileage	Primary traveler:	+	Accompanying Travelers:	=	Total Mileage:
	<input type="checkbox"/> SLC airport 100 miles <input type="checkbox"/> Other _____		<input type="checkbox"/> SLC airport 100 miles <input type="checkbox"/> Other _____		
Conference Costs	Primary Traveler:	+	Accompanying Travelers:	=	Total Conference:
Other (list):	Primary traveler:	+	Accompanying Travelers:	=	Total Other:

Account Number(s):
If more than 1 account, indicate how to split costs.

**Estimated Grand Total
All Travelers**

Faculty/Staff Signature: _____ Date: _____