**Travel Itinerary:**

State policy requires a travel itinerary be provided for each business trip no matter who the traveler is or the purpose/duration of the business.

* Please include departure and arrival dates, times, and physical location(s) for your *university business time*; you do NOT need to include each time you stop for a meal and/or for events/destinations once your business day has concluded.
* If approved for personal vehicle use and claiming mileage, please complete a *NAU Mileage Log*.
* For meal claim (M&IE), please note any meals provided free of charge by a lodging establishment or attended event AND which meals you are claiming.
* Add additional lines/days as needed to the itinerary template below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Traveler’s Name:** |  | | | |
| **Trip Purpose:** |  | | | |
| **Primary Destination:** |  | **Trip Date Range:** | |  |
|  | | | | |
| **Trip Departure Date:** |  | | **Depart Time:** |  |
| **Departure Address:** |  | | | |
|  | | | | |
| **DAY 1: (Departure Day)** | | | | |
| **Arrive/Depart Times:** | **Location(s) & Physical Address of Business Time** | | | |
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| **DAY 2:** | | | | |
| **Arrive/Depart Times:** | **Location(s) & Physical Address of Business Time** | | | |
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| **DAY 3:** | | | | |
| **Arrive/Depart Times:** | **Location(s) & Physical Address of Business Time** | | | |
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| **DAY 4: (Day of Return)** | | | | |
| **Arrive/Depart Times:** | **Location(s) & Physical Address of Business Time** | | | |
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| **Trip Return Date:** |  | | **Return Time:** |  |
| **Return Address:** |  | | | |
|  | | | | |
| **M&IE CLAIM:** |  | | | |
| **TRAVEL NOTES!** |  | | | |

For additional assistance, contact your assigned Travel Specialist or email [NAU-Travel@nau.edu](mailto:NAU-Travel@nau.edu).