**Traveler Itinerary:**

* 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*.
* Add additional lines/days as needed to the itinerary template below.

|  |  |
| --- | --- |
| **Traveler:** |  |
| **Trip Purpose:** |  |
| **Trip Date Range:** |  |
|  |  |
| **DAY 1:** |  | **Depart Time:** |  |
| **Departure Address:** |  |
|  |  |
| **Arrive/Depart Time(s):** | **Location(s) & Physical Addresses:** |
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| **DAY 2:** |  |
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| **DAY 3:** |  |
|  |  |
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|  |  |
|  |  |
| **M&IE CLAIM:** |  |
| **TRAVEL NOTES!** |   |

For additional assistance, contact your assigned Travel Specialist or email NAU-FINtravel@nau.edu.