

Travel Expense Reimbursement Request

- Please complete the information below as accurately as possible.
- Include all receipts; receipts must show proof of payment. Documentation can include a bank statement showing the payment.

Today's Date: _____

Name: _____

Employee/Student ID: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Department: _____

Purpose of Trip: _____

Traveling To/From: _____

Departure Date and Time: _____

Return Date and Time: _____

Please check the expenses you are requesting to be reimbursed:

Air Transportation

Meals

Lodging

Mileage

Registration

Taxi/Shuttle Services

Rental Car *(did you follow NDSU Policy for rental cars?)*

Were expenses shared by another student or employee? If so, please give an explanation.

Were meals provided if you attended a conference? If so, please give an explanation.

Did the hotel provide breakfast? YES NO

Is there any other unique information regarding the travel which we should know about?

Funding (required):