

Travel Reimbursement Form

Name: _____ Empl. /Student ID: _____

Home Address: _____

Purpose of Trip: _____

Destination (city/state): _____

Time & Date Left: _____

Time & Date Returned: _____

Itemized Expenses:

Airfare: _____

Are you claiming Per Diem? (YES) (NO)

Lodging: _____

* # of Breakfasts = _____

Registration: _____

* # of Lunches = _____

Taxi/Uber: _____

* # of Dinners = _____

Other: _____

Mileage: (if used own vehicle) _____

Total: _____

Funding: (list all)

1. _____

3. _____

2. _____

4. _____

Notes:

- Only the person whose name is on the receipt will be reimbursed.
- Need all original receipts – including itinerary and ticket information for airfare.
- If attending a conference, need a copy of the conference agenda/itinerary.
- If using personal vehicle, need a note stating justification versus Motorpool.
- If any vacation taken during the trip, the dates need to be listed with details.
- If grouping airfare and hotel together; please get a quote of what the airfare would have been for the exact same dates and print it out and include in attachments.
- If any meals are provided by hotel, guest, conference, etc. do not include in per diem.
- List any other pertinent details in space below.

Details to Note:
