

Travel Expense Reimbursement Request

FORM **MUST** BE SUBMITTED WITHIN **30 DAYS** OF TRAVEL

Name:

Employee ID:

E-mail:

Employment:

Travel Start Date:

Time:

Travel End Date:

Time:

Destination:

Purpose of Trip:

Funding info: Fund

Dept

Program

Project

If you have more than one source of funding, please write it in the notes section at the bottom of this document.

Please check the expenses you are requesting to be reimbursed for:

Meals

Lodging

Mileage

Air Transportation

Registration

Taxi/Shuttle Services

Rental Car (follow NDSU policy)

Other _____

If any expenses for this trip were put on a purchase card, please remember to include the receipts and do NOT check the boxes above for these items.

Meals Detail- check meals to be reimbursed

(Meals included by hotel or conference registration cannot be claimed.)

Date

Breakfast

Lunch

Dinner

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

Please add any additional unique information or notes we should know:

Please include all necessary documents with this cover sheet. Some of these items include:

- * Agenda for conference/meeting or NDSU In State Travel Agenda/Meeting form
- * Hotel receipt showing payment method and zero balance
- * Detailed airline receipt showing breakdown of costs and departure/arrival times
- * If claiming mileage include a map of route driven
- * Detailed registration receipt for conference/meeting
- * Uber/taxi receipt including map and payment method (\$5 maximum tip allowed)
- * If student is being reimbursed for attending a conference/meeting, include the Payment for Student Travel form
- * Include any other receipts that you are requesting reimbursement for such as baggage, parking etc.