NDSU
ACCOUNTING
DIVISION OF FINANCE AND ADMINISTRATION

Multi-Location Travel Expense Reimbursement Request

Submittal of this form within 30 days of travel is requested.

Central Finance	**Portfolio 1**	**Portfolio 2**	**Portfolio 3**	**Portfolio 4**
ndsu.accounting.travel@ndsu.edu	ndsu.acct.asc.port1@ndsu.edu	ndsu.acct.asc.port2@ndsu.edu	ndsu.acct.asc.port3@ndsu.edu	ndsu.acct.asc.port4@ndsu.edu
701.231.7432	701.231.7657	701.231.5950	701.231.5926	701.231.4634

Name: _____   Empl ID: _____

E-mail: _____
○ Full Time Employee
○ Student

Trip Purpose: _____

Funding Information: 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 complete the information below for expenses that you are requesting reimbursement for:

Meals provided by another source, including lodging facilities or meeting/conference organizers, may not be claimed for reimbursement.

If any expenses for this trip were put on a Purchasing Card, please remember to include the receipts and do NOT enter in boxes below.

Date	Destination	Start Time	Return Time	Meals B L D	Personal Mileage	Registration	Lodging	Flight	Other -add description in notes
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
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_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
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_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____
_____	_____	_____	_____	☐ ☐ ☐	_____	_____	_____	_____	_____

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

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Please include all necessary documents with this cover sheet. All receipts must include payment method. 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 airplane 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.