

TRAVEL Reimbursement Request for Employees and Students

Traveler: _____

UIN: _____

(The UIN is the 9-digit purple number from the i-Card.)

Is this reimbursement for a foreign national? YES NO

Destination: _____

Purpose of Trip: _____

(1) If you were attending a conference, was your lodging at a conference hotel? YES NO

If yes, please attach a conference brochure, registration form, or other proof of the conference hotel.

(2) Did you share lodging with other University traveler(s)? YES NO

If yes, please provide names: _____

(3) Transportation method: University Car Personal Car

Other (specify):

Plane (paid by P-Card) Plane (paid personally)

Rental Car → Please explain why you rented a car rather than used public transportation: _____

If you traveled by car, were you a driver or passenger ?

If you used a personal vehicle, what was the round trip mileage? _____

(4) Please complete the following information (attach itinerary if available):

| Date | From (Place) | Time of Departure | To (Place) | Time of Arrival |
|------|--------------|-------------------|------------|-----------------|
| | | AM PM | | AM PM |
| | | AM PM | | AM PM |
| | | AM PM | | AM PM |
| | | AM PM | | AM PM |
| | | AM PM | | AM PM |
| | | AM PM | | AM PM |

(5) Are you requesting per diem? YES NO

(6) Were meals included at the conference? YES NO

If yes, which ones? _____

(7) Please note any other per diem exclusions: _____

(8) Were any expenses covered by an external entity? _____ Did you receive an honorarium? _____

if yes to either, please provide name of entity and details on back of this form

(9) Accounting Information

| \$ Amount or % if splitting funds | Description of Funds | | | Form Prepared By (Please sign or initial) |
|--------------------------------------|----------------------|-----|---------|--|
| | Fund | Org | Program | |
| | | | | |
| | | | | |

Required:

- *If phone calls are on your hotel bill, please indicate on the bill which were business calls.
 - *Attach all original receipts, including airline ticket where appropriate.
 - *If you do not have the original receipt for an item over \$10, please list expenditure on back of request form.
 - *Remember to include receipts for hotels, cab fares, tips, etc.
- No receipts are required for per diem meals.**

Please check here if additional details are provided on the back of this form: _____