

Faculty Travel Reimbursement Request

Faculty Name:

Destination:

Purpose of Trip:

Dates of Travel: Departure Date & Time:

Arrival Date & Time:

Do you have all your necessary receipts & information? Please put a dollar amount by each requested travel expense:

Flight Itinerary and Paid Receipt (or some documentation of proof of payment ex: credit card statement)

Transportation Reimbursement *Ex: Taxi, Shuttle* (Receipt required)

Registration Receipt

Paid Hotel Receipt

Parking Reimbursement Receipt

Copy of conference/workshop agenda

Actual Expenses for Meals per day (choose this option if you are rejected the per diem rate and must provide receipts for all transactions)

+

TOTAL: