

# REQUEST FOR TRAVEL REIMBURSEMENT 2017

FINAL Reimbursement   
  Early Reimbursement   
  Cash Advance (Req. VP approval)   
  Conf. Pre-Pay  
 Register Trip for Grad Travel

TRAVEL # \_\_\_\_\_

## TRAVELER INFORMATION

NAME \_\_\_\_\_ UNID #: \_\_\_\_\_

Email \_\_\_\_\_ Phone #: \_\_\_\_\_

## TRIP INFORMATION

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination (City): \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Presenting? Y N

## FINANCIAL INFORMATION

Project Name: \_\_\_\_\_

Project/Activity #: \_\_\_\_\_

P.I. (signature) \_\_\_\_\_

P.I. Name (printed) \_\_\_\_\_

## EXPENSES

Category	Details	Amount
<b>AIRFARE</b>	Booked by: <input type="checkbox"/> U Travel Agency <input type="checkbox"/> Traveler	\$
Airfare Fee	<small>(Fee charged only for Refundable or International ticket = \$30)</small>	
Misc. Airfare Fees	Excess Baggage _____ Other _____	
<b>PERSONAL AUTO</b>	_____ miles @ 53.5 ¢ per mile = \$ _____	
<b>LODGING</b>	_____ nights @ \$ _____ = \$ _____	
<b>MEALS</b>	_____ days @ \$ _____ = \$ _____ PD? <input type="checkbox"/>	
<b>CONFERENCE FEE</b>	Pre-paid? _____ How paid? _____	
<b>CAR RENTAL</b>	_____ days @ \$ _____ = \$ _____	
Insurance	_____ days @ \$3.00 per day = \$ _____	
<b>TAXI, BUS, etc.</b>		
<b>PARKING</b>	_____ days @ \$ _____ per day = \$ _____	
<b>MISCELLANEOUS</b>		
<b>Total Trip Expenses</b>		
Deduct Pre-Paid		
<b>TOTAL due traveler</b>	<input type="checkbox"/> FINAL Reimbursement <input type="checkbox"/> Early Reimb. <input type="checkbox"/> Cash Advance <input type="checkbox"/> Conf. Pre-Pay	