

APPLICATION FOR TRAVEL REIMBURSEMENT

Part I Trip Information

Name: _____; Address: _____ Home

SSN: XXX-XX- _____; Vehicle: _____ School or _____ Private; License Plate#: _____
Claim cannot be processed without license plate number of school/private vehicle taken.

Purpose of Trip: _____

Dates of Actual Meeting(s): from _____, 20 _____ to _____, 20 _____

Meeting Times: from _____ AM or PM to _____ AM or PM (Always attach agenda/brochure/flyer)

City and State: _____; Dept. Limit: \$ _____

Travel Status Began on: _____, 20 _____ Hour: _____ AM or PM

Travel Status Ended on: _____, 20 _____ Hour: _____ AM or PM

Part II Expenses (Do not claim any item paid by University Purchasing Office)

\$ _____ ** Total cost of MEALS. Back of form (or page 2) must be completed: List each meal on a separate line, showing date, which meal, eating establishment (e.g.: Subway), whether a receipt is attached, and ACTUAL cost. Meals cannot be reimbursed for day-trips.

\$ _____ Per Diem in Lieu of Subsistence. (\$10 a day can be added to meals for each night employee stays with friend/relative instead of in a hotel/motel.)

\$ _____ * Total cost of LODGING. Maximum varies by city. Receipt must show zero balance and number of persons in room. Reimbursement limited to single room rate. Ask clerk to list single room rate and sign receipt.

Was Hotel/Motel a DESIGNATED Meeting Place for Conference? ___ Yes** or ___ No

\$ _____ **Registration fee. Per Diem maximum will be reduced for meals provided with registration.

\$ _____ * Toll Road Charges.

\$ _____ * Parking Charges. \$ _____ * Other (describe): _____

* For these items, receipts must be attached. **These must be supported by copy of conference agenda/brochure/flyer.

Part III Mileage Reimbursement

Complete only if approved by Administration for reimbursement of mileage. The Shorter Distance Rule must be applied. Please attach a separate sheet with all addresses if travel required multiple stops.

From _____ to _____ and Return.
(Address, City, State) (Address, City, State)

Odometer reading: Beginning _____ Ending _____

Total miles: _____ @ \$0.575 per mile = \$ _____ (Last rate change 1-1-2020)

(Mileage reimbursement rate usually changes each January 1, as declared by the federal government—call 327-8143 for more information.)

TOTAL AMOUNT CLAIMED: \$ _____ Notes: _____
SIGNATURE: X _____ TODAY'S DATE: _____

For Office Use Only

Table with 3 columns: Amount Approved, Notes, Funding

