

The University of Texas at Austin
School of Nursing

Intra-City Travel/Travel to Clinical Sites
Claim Form

Before claiming travel, you must have an approved Request for Authorization for Travel to Clinical Sites prior to travel. This form is to be turned in to the Vicki Dennington in 2.102B or to the Travel Mailbox in 2.102 H for reimbursement at **58.5¢ per mile**. Claim forms for travel to clinical sites should be submitted at the **end of each month** to ensure reimbursement. NOTE: Lumped mileage is not reimbursable. If you stopped at several different places during one trip, you must record mileage using odometer readings (not "trip" readings) between each point or attach a Mapquest printout showing mileage between each point.

Name _____ EID _____ Date _____

Date of Trip	Depart From	Departure Time	To Name of Agency And Address	Return To	Return Time	Purpose of Trip or Course #	Mileage One-Way	Round Trip?	Total Miles