

The University of Texas at Austin
School of Nursing

TRAVEL CLAIM FORM

This form, along with any receipts, is to be submitted to the Administrative Work Room after completion of a trip in order to claim reimbursement for travel expenses. All travel must have been pre-approved by the Dean's Office (for faculty) or appropriate unit head. **Vicki Dennington handles all travel.** Please put in her box when complete!

Name _____ Today's Date _____

UT EID _____

Travel Destination _____ RTA ID#: _____

Method of Travel (Check one):

- () plane (Central Billed? Yes____/No____) COST _____
() rental car (Central Billed? Yes____/No____) COST _____
() personal motor vehicle* * List passengers, if any, below
() passenger in _____'s vehicle _____
() other (specify) _____

Please indicate the dates and times of **departure** and **return**:

Date departed Austin _____ Time _____ a.m./p.m.

Date returned to Austin _____ Time _____ a.m./p.m.

List all expenses for which you wish to be reimbursed:

- Transportation: (1.) _____
(2.) _____
Meals: _____
Lodging: _____
Registration: _____
Other: (1.) _____
(2.) _____

Reimbursable Total (Estimated): \$ _____

Please submit all receipts with this form.

The following original receipts are required with travel vouchers:
*Airline receipts, Rental Car receipts, Gasoline receipts,
Bus, Taxi, Train receipts (for travel between cities),
Lodging receipts, Meal receipts (when rules allow exceptions to limits),
Registration receipts (if paid by the traveler), Miscellaneous expenses.*

* **Note:** If you are claiming mileage reimbursement for personal vehicle use, lumped mileage for intra-city travel is not reimbursable. Please attach "Intra City Travel Claim Form" with detailed record between each point.