



School of UNDERGRADUATE STUDIES

Request for Travel Reimbursement

Please tape all receipts to letter-size paper.

Traveler			
Traveler EID			
Destination			
Depart Date		Depart Time	
Return Date		Return Time	

	Date(s)	Amount
Airfare (if paid out of pocket)		
Rental Car (if paid out of pocket)		
Mass Transit (bus, taxi, etc.)		

	Date(s)	Mileage
Personal Vehicle Mileage		

	Date(s)	Amount
Lodging		

	Date	Amount
Meals (total by date)		

	Expense	Date	Amount
Other Expenses (parking, gas, etc.)			

TOTAL EXPECTED REIMBURSEMENT	
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