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# Travel Reimbursement

NAME: \_\_\_\_\_ TRAVEL VOUCHER # \_\_\_\_\_

office use

HOME ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ DESTINATION-city/state: \_\_\_\_\_

DATES OF **CONF/MTNG**: \_\_\_\_\_ ACCOUNT # to be used: \_\_\_\_\_

NAME OF **CONFERENCE**/PURPOSE OF TRAVEL: \_\_\_\_\_

**REGISTRATION** cost: \_\_\_\_\_

Were any meals provided on this trip and how many? Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**HOTEL** cost: \_\_\_\_\_ \*Please include your itemized hotel receipt.

Did you share lodging with anyone? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, with whom? \_\_\_\_\_

**TRANSPORTATION** expenses: **Airfare** cost: \_\_\_\_\_ or provided by Host? \_\_\_\_\_

**Airfare**-Departure **date** \_\_\_\_\_ and **time** \_\_\_\_\_ am/pm? \_

**Airfare**-Return **date** \_\_\_\_\_ and **time** \_\_\_\_\_ am/pm? \_

\*Please include your air itinerary with your receipt. Receipt must show paid status and credit card.

Did you ride with anyone to the airport? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, with whom? \_\_\_\_\_

**OR**

\_\_\_\_\_ **State vehicle** to destination (Vehicle # \_\_\_\_\_) \*Please include mileage map with form.

\_\_\_\_\_ **Privately owned Vehicle** to destination \*Please include mileage map with form.

\_\_\_\_\_ **Rental car**....**explain** below in **comments** and include paid, itemized **receipt** and mileage **map**.

**Departure time**: \_\_\_\_\_ am/pm? **Return time**: \_\_\_\_\_ am/pm?

**MISCELLANEOUS** expenses:

TAXI \_\_\_\_\_ TOLLS \_\_\_\_\_

PARKING \_\_\_\_\_ ABSTRACT/POSTER FEE \_\_\_\_\_

**COMMENTS**: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_