

Request for Travel Reimbursement

Name: _____ E-mail address: _____

PTAO if known, or source of funds (ie research funds, department travel, etc.)

Are all receipts included? If not, why. _____

This form must be submitted within 30 days no matter what the source of funds. Is this form being submitted within 30 days? If not, why. _____

Dates of Travel: _____

Times of Travel: Start _____ Return _____

Name and Location of Conference: _____

Purpose of Trip (ie present paper, participate in round table, etc): _____

US Dollars Only!! (**exchange rate:** \$ _____)

Registration Fee: \$ _____

Taxis or Metro (circle one): \$ _____ Airfare/Bus/Train (circle one): \$ _____

Personal Vehicle Expense: Mileage: _____ or Rental Charge: \$ _____

Parking: \$ _____ Tolls: \$ _____

Miscellaneous (itemize) including baggage fees: _____

Did you stay at the conference hotel? yes no

You MUST include your boarding passes and itinerary with this request.

If you wish to be considered for additional reimbursement at the end of the year

you MUST include ALL meal receipts.

(over)

Lodging

(The Travel Administrator will calculate meals and incidental expenditures by using the rate guide which allows a specific amount based on location. If you would like to be reimbursed only for your actual expenditures rather than the per diem allowance, please make a note about the amounts on the bottom of this form. Click here if you would like to see the [rate guide](#).

Day 1: Lodging (nightly rate) \$ _____ Taxes \$ _____

Day 2: Lodging (nightly rate) \$ _____ Taxes \$ _____

Day 3: Lodging (nightly rate) \$ _____ Taxes \$ _____

Day 4: Lodging (nightly rate) \$ _____ Taxes \$ _____