

TRAVEL REIMBURSEMENT REQUEST
(Do not handwrite. Do not abbreviate. Attach original receipts)

Last Name: _____ First Name: _____

UIN: _____ email: _____ Phone: _____

Faculty Staff Post Doc Graduate Student Undergraduate Student

Destination: _____

Travel dates: _____

Time of Departure: _____ Time of Arrival : _____

Purpose of the Trip*: _____

***If attending conference, please name conference, do not abbreviate. Attach conference itinerary/details from conference website, program, email, etc... which lists dates and location (city, state)**

1) Per Diem: Yes (allowed only for overnight stay) No

If meals were included in the conference, please indicate the type of meal Breakfast, Lunch, Dinner and dates.

2) Airfare reimbursement request amount:

***You MUST attach a copy of the flight itinerary showing your name and payment transaction.**

3) Lodging reimbursement amount requested:

4) Conference hotel site YES NO

If lodging was part of the conference hotel site, you MUST attach a copy of the list of hotels reserved for the event.

4) Conference registration fee amount:

You MUST attach a print out of the conference website/agenda

5) Rental Car: YES* \$ _____ NO

***If yes, please attached explanation/justification for why a rental car was needed.**

6) Transportation amount (Uber, etc)? YES \$ _____ NO

7) Personal car (Mileage \$0.54/mile: one way _____, round trip _____)

8) Detail all other expenses on the back of the sheet, if more space is needed: _____

Traveler's signature: _____ *Account: _____ PI's approval: _____

NOTE: If using a Departmental fund/award (student travel award, faculty professional development fund, faculty travel award) then Jennifer must sign for approval before submitting to Levell to process.