



E-Reimbursement Form

This form must be completed and attached to your Reimbursement

FOR BUSINESS TRAVEL and OTHER EXPENSES:

Name: _____ Funding to be used: _____

Purpose of trip or purchase: _____

PI Approval: _____

(if claimant is not PI)

For Travel Expenses Only

Provide full details (mode of travel, lodging, meals, registration fee) of your trip even if you are not claiming all expenses in the report detail

Destination: _____

Date of departure: _____

Date of return: _____

Checklist of required items to be attached to the reimbursement if they apply:

- Did you leave more than a day before or after?** *If so, a cost comparison of your flight vs. leaving a day before and after must be included with your receipts. International travel allows two days advance and return.*
- Did you attend a conference?** *If so, you need to include the following*
 - Conference program or agenda** - *this should contain information showing the conference name, location and dates*
 - Recommended hotel list from the conference website** - *If you stayed at a conference recommended hotel and it is over the Maximum allowable amount for that city*

Meals: *Were breakfast, lunch, or dinner provided on any days of the conference?*

 - Yes: *Please list which meals were provide and on which days:* _____
 - No
- Airfare receipt from Fox World Travel/Concur** - *showing amount paid, traveler name, confirmation/ticket number, and last 4 digits of the credit card.*
- Hotel folio** - *showing detail of costs paid per night and traveler's name.*
If you shared a room with another person, please list their name: _____
- Conference registration receipt** - *showing what is included in the registration fee. Other inclusions may be meals, events or added lectures.*
- Car rental receipt and other expenses for the rental** *showing detail of costs paid. Other expenses may include parking, tolls and gas. (If you are an approved driver)*
- Receipts for any other expenses:** *bus, taxis, poster printing etc.*

All itemized receipts over \$25.00 must be proved.

All itemized receipts MUST be provided if reimbursement is for a purchase.