E-Reimbursement Form

This form must be completed and turned in with receipts in envelope. Please print.

FOR BUSINESS TRAVEL and OTHER EXPENSES:

Last Name: ________________________
First Name: ________________________

Purpose of trip or purchase: ____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Funding to be used: ____________________________

PI Approval: ________________________________
(If claimant is not PI)

Destination: ________________________________

Date of departure: ____________
Date of return: ____________

Checklist of required items to be printed out and handed in if they apply:

☐ Did you attend a conference? If so, you need to include the following from the conference website
  ☐ Conference information showing conference name, location and dates
  ☐ Recommended hotel list
  ☐ Registration information showing what is included in the fee if possible
  ☐ Conference program or agenda

  Meals: Were breakfast, lunch, or dinner provided on any days of the conference?
  ☐ Yes. Please list which meals were provided and on which days: _______________________________
  ☐ No

☐ Airfare receipt or confirmation showing amount paid, traveler name, confirmation/ticket number, and itinerary.

☐ Hotel receipt/folio showing detail of costs paid per night and traveler name. If you shared a room with another person, please list their name: ________________________

☐ Receipts for any other expenses: registration fees, taxis, tolls, gas, poster printing etc.

Please provide all itemized receipts if over $25.00 (travel).
Please provide all itemized receipts if reimbursement for purchase.