

**ENGLISH DEPARTMENT
TRAVEL REIMBURSEMENT FORM
2015-2016**

Following your trip, please return this completed form to the English Business Office (TWS 2119) along with **original, itemized receipts** for all reimbursable expenses. Receipts must show or be accompanied by proof/method of payment (ex—last 4 digits of a card number, or a bank statement).

TRIP INFORMATION

1. Name: _____ 2. Destination: _____
 3. Dates of trip: _____ to _____ 4. Did you submit a Travel Processing Form? **Y or N**

Please note: if you are requesting reimbursement for expenses incurred on a trip for which you did not previously submit a Travel Processing Form, please submit a Travel Processing form now. Your reimbursement may be delayed.

EXPENSE INFORMATION

Note: please indicate if using currency other than USD

4. Air/Rail: \$ _____ 5. Hotel/Lodging: \$ _____ 6. Conference fee: \$ _____
 7. Ground transport (taxi, parking, local rail, etc.) a) \$ _____ b) \$ _____ c) \$ _____
 8. Per diem: please mark meals for which you would like to be reimbursed at the rate shown. No receipts required.

Date:							
Breakfast (\$9)							
Lunch (\$11)							
Dinner (\$25)							
Total							

Note: To be reimbursed for breakfast on your first day of travel, you must depart on your trip before 6:30 am. For dinner on your last day, you must return home after 6:30 pm. Please exclude any meals provided by conference.

9. Personal Vehicle Mileage: reimbursement is for \$0.0575/mile, calculated by the business office based on driving mileage from origin to destination according to Google Maps' shortest route.

- a) from _____ to _____ b) from _____ to _____

OR

Rental car: \$ _____

10. Other expenses (photocopy, phone, fax, etc.):

- a) \$ _____ b) \$ _____ c) \$ _____

Expense total: \$ _____