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


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.

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<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Breakfast ($9)</td>
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<tr>
<td>Lunch ($11)</td>
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<tr>
<td>Dinner ($25)</td>
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<tr>
<td>Total</td>
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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: $________