

## TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

### ***Traveler information***

Traveler Name: \_\_\_\_\_ Date: \_\_\_\_\_

EID/SID: \_\_\_\_\_ (REQUIRED) Did you turn in a Travel Authorization Y \_\_\_\_\_

Is this all you have to declare or will you have more later? All \_\_\_\_\_ More later \_\_\_\_\_

### ***Trip information***

<b>Account to charge:</b>	Business Purpose (explain in detail – conference dates if applicable):
Destination:	

Departure Date:	Departure Time:
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Return Date:	Return Time:
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Were any meals provided? Y \_\_\_\_\_ Please list:

Did you buy groceries for meals: Y \_\_\_\_\_ List names of travelers who were included in this purchase: **ATTACH ORIGINAL RECEIPT(S)**

### ***Transportation Information***

Use Motorpool or SWES vehicle? Y _____ Use private car? <b>Attach Google Map or MapQuest showing miles (BEST)</b> Or, beginning/ending odometer reading:  Beginning: _____ Ending: _____	Travel by plane? Y _____  Paid on Pcard Y _____  If not on Pcard, <b>ATTACH AIRFARE RECEIPT</b>	Rent car? Y _____ <b>ATTACH ORIGINAL RECEIPT</b>  Buy gas for rental car? Y _____ <b>ATTACH ORIGINAL RECEIPT</b>
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### ***Lodging Information – ATTACH HOTEL RECEIPT***

Was this designated lodging? Y _____ <b>MUST ATTACH CONFERENCE OR MEETING ANNOUNCEMENT TO SHOWING NAME OF DESIGNATED LODGING</b>	Did another traveler(s) share a room with you? List name(s):
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### ***Other Business-Related Things You Paid For-Totals ATTACH ORIGINAL RECEIPTS***

Registration	Shuttle/Bus/Train ( <b>DOMESTIC public transportation does not require receipts, but must itemize cost</b> ) TAXI-RECEIPTS REQUIRED
Parking	Other (list)

Supplies (list reason)

### ***ADDITIONAL NOTES – please be as descriptive as possible to expedite processing***