

Expense Reimbursement Request Form

Travel		Destination		Travel								Meals				Lodging	Total
Function	Date(s)	From	To	Mileage	Rent Car	Gas	Air	Train	Parking	Other	Total	Breakfast	Lunch	Dinner	Total		
											0.00				0.00		0.00
											0.00				0.00		0.00
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				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This form is designed to calculate totals. Do not post information in columns L, P or R.

Reimbursements of receipted items only. Scan each receipt and that document to this reimbursement request. Keep originals for your files.

Submitted By: _____	Mailing Address: _____
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Date Submitted: _____

GL Account No. _____

Travel Authorized by: _____ **Date approved** _____

Reimbursement approved by: _____ **Date approved** _____

Date Paid: _____ **Check No.** _____ **Check Amount** _____

Alcoholic beverages, tips given (any purpose) are not reimbursable.

Event travel is reimbursed at \$.14 per mile or at the cost of air fare if that cost would have been less.

Meal reimbursement will be \$8. breakfast, \$10. lunch, \$17. dinner (maximum of \$35. per day)

(No reimbursement will be made for meals provided in registration fee)

Mileage will be reimbursed at the rate of \$.14 to airports if 200 miles or more (one way) from your place of departure.