



# TRAVEL REQUEST FOR REIMBURSEMENT

Accounting  
2900 Campus Box  
336-278-5260

If receipts total \$150 or less, please take receipts to the Bursar's Office for reimbursement.  
If receipts total more than \$150, type and print this form and mail to Accounting.

Employee	<b>First Name:</b>						
	<b>Last Name:</b>						
	<b>University ID#:</b>						
	<b>Campus Box:</b>						
	<b>Campus Extension:</b>						
<b>Receive check by:</b>		<input type="checkbox"/> Pick up <input type="checkbox"/> Campus Box <input type="checkbox"/> Home Address					

Check one:

Request for reimbursement

Return travel advance

**STATEMENT OF EXPENSES**

Received Advance of

Expense Total

Amount Returned *or*

Amount Requested

**Today's Date**

**\*NOTE: One line per expense. Must attach all receipts for expenses listed. A MapQuest printout detailing miles traveled should be included when requesting mileage reimbursement.**

Date	Mileage - Destination/Purpose	Miles Traveled	\$0.56	Total
Date	Travel Expense Description (see chart below)			Total
				<b>GRAND TOTAL</b>

**Travel Expenses**

- 1) meals/food
- 2) hotel/lodging
- 3) gas
- 4) supplies
- 5) taxi fare
- 6) parking
- 7) airfare
- 8) tips
- 9) conference registration

**In order to justify reimbursement and to meet auditor requirements:**

- 1) Attach detailed lodging bills.
- 2) List each meal and amount for which reimbursement is due.
- 3) Attach ticket stub for transportation used other than your own car. If you use your own car, indicate mileage which is reimbursed at the rate of \$0.56 per mile.
- 4) Attach a copy of a MapQuest or Google Maps printout detailing miles traveled.

All expenses subject to audit.

An explanation is required on unusual expenditures before reimbursement. Do not include alcoholic beverages.

Suggestions for keeping cost down:

- 1) Room with an associate and split the costs.
- 2) Eat away from the hotel - use reasonable care in purchase of meals.
- 3) If traveling by car, travel with your associates and split the cost.

**\*NOTE: If splitting the cost between two different accounts, be certain the added totals equal the grand total.**

Amount from this account

-  -

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Account Description (ex: Media Services - Staff Development)

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Budget Manager (printed name AND signature)

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Additional signature if needed (printed name AND signature)

Amount from this account

-  -

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Budget Manager (printed name AND signature)

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