

Travel Reimbursement Request

<< ATTACH ALL ORIGINAL RECEIPTS >>

Name: _____

Travel Dates: _____

EXPENSES

(Entering the amounts below is not required. **Original receipts required; 1 itemized and 1 showing proof of payment**)

LODGING	FOOD
<p><u>•Receipts are required, and expenses must be itemized.</u></p> <p>Daily rate: \$ _____</p> <p># of days: x _____</p> <p style="text-align: right;">TOTAL \$ _____</p>	<p><u>Per diem of \$41 or itemized receipts</u></p> <p>daily rate: \$41</p> <p># of days: x _____</p> <p style="text-align: right;">TOTAL \$ _____</p>

~~~ OR ~~~

~~~ OR ~~~

| | |
|--|--|
| <p><u>Receipts:</u></p> <p style="text-align: right;">TOTAL \$ _____</p> | <p><u>Receipts:</u></p> <p style="text-align: right;">TOTAL \$ _____</p> |
|--|--|

| TRANSPORTATION | OTHER |
|---|--|
| <p>Airfare: \$ _____
(Check here if direct billed: <input type="checkbox"/>)</p> <p>Rental Car: \$ _____</p> <p>Taxis: \$ _____</p> <p>Other: \$ _____</p> <p>Other: \$ _____</p> | <p>Parking: \$ _____</p> <p>Fuel: \$ _____</p> <p>Registration fees: \$ _____</p> <p>Telephone/Internet charges: \$ _____</p> <p>Other: \$ _____</p> <p>Other: \$ _____</p> <p>Other: \$ _____</p> |
| <p>Personal Car Mileage: \$/mile: \$ <u>0.55</u></p> <p># of miles: x _____</p> <p>(This includes fuel, so no additional fuel receipts can be reimbursed.)</p> <p>SUBTOTAL: \$ _____</p> <p style="text-align: right;">TOTAL \$ _____</p> | <p>Other: \$ _____</p> <p>Other: \$ _____</p> <p>Other: \$ _____</p> <p style="text-align: right;">TOTAL \$ _____</p> |

TOTAL Expenses: \$ _____

Outside Reimbursement: \$ _____
(This is reimbursement you've received from non-UT sources)

TOTAL UT Reimbursement \$ _____