

# 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: <b>X</b> _____</p> <p style="text-align: right;"><b>TOTAL</b>    \$ _____</p>	<p><u>Per diem of \$41 or itemized receipts</u></p> <p>daily rate: \$41</p> <p># of days: <b>X</b> _____</p> <p style="text-align: right;"><b>TOTAL</b>    \$ _____</p>

~~~ OR ~~~

~~~ OR ~~~

Receipts:                      **TOTAL**    \$ \_\_\_\_\_

Receipts:                      **TOTAL**    \$ \_\_\_\_\_

| TRANSPORTATION   | OTHER  |
|--|--|
| <p>Airfare: \$ _____<br/>(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:    <b>X</b> _____</p> <p>(This includes fuel, so no additional fuel receipts can be reimbursed.)</p> <p>SUBTOTAL:    \$ _____</p> <p style="text-align: right;"><b>TOTAL</b>    \$ _____</p> | <p>Other: \$ _____</p> <p>Other: \$ _____</p> <p>Other: \$ _____</p> <p style="text-align: right;"><b>TOTAL</b>    \$ _____</p>  |

TOTAL Expenses: \$ \_\_\_\_\_

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

**TOTAL UT Reimbursement**                      \$ \_\_\_\_\_