

# Travel Reimbursement Form

Please read each section carefully before filling in the spaces

Date \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please attach this form with all receipts that you are wishing to be reimbursed for.**

Fund Number \_\_\_\_\_

- Activity Code if applicable (required for funds beginning with 1 or 2) \_\_\_\_\_
- If multiple funds are involved explain how payments should be separated:  
\_\_\_\_\_

## Date of Departure and Return

Only provide dates that are related to business.

National Travel      International Travel      TA if available \_\_\_\_\_

Destination(s) \_\_\_\_\_ Multiple Destinations

Dates \_\_\_\_\_

- If Multiple Destinations provide Dates for each arrival and departure:

## Type of Trip and Business Purpose

Student      Faculty      Staff

Describe specific business purpose of trip below (**REQUIRED**):

### Conference

- Provide Agenda (URL if possible) \_\_\_\_\_
- Registration Fees \_\_\_\_\_
- **If Student** Provide the Title of Presentation if presentation was done \_\_\_\_\_

### Business Trip

Other/Not sure (Describe) \_\_\_\_\_

# Lodging

Justification (explanation) for lodging choice (**REQUIRED**)

Hotel or other paid lodging \_\_\_\_\_

- Be sure to explain reasoning for choice of hotel above (closest to conference etc.)  
**Justification is needed to ensure reimbursement!**
- If multiple people in one room specify how payment was handled (Credit card statement may be required)

Provided Lodging (included with conference etc.) \_\_\_\_\_

Other (staying with family/friends) \_\_\_\_\_

- If lodging is provided by friend or family you can take them out one a day for a meal and this will be reimbursed (Provide me the dates and the receipts)

No Lodging Necessary \_\_\_\_\_

# Food

If no meals are needed or there is a business meal involved please provide in the space beside a reason for this.

## Per Diems

## Dates required/provided

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

## Non-Per Diems (Attach receipts)

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

## Provided Meal (Hotel breakfast, meal provided by conference, etc.)

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

## Business Meal

Dates and explanation:

## No Meals Needed

Dates and explanation:

# Transportation

## Personal Car

➤ Total Mileage \_\_\_\_\_

## Shuttle Bus

➤ Price \_\_\_\_\_

## Fleet Services

➤ Information Associated (no receipts necessary) \_\_\_\_\_

## Airfare

➤ Roanoke

➤ Not Roanoke (Provide cost comparison documentation and justification)

Other Transportation \_\_\_\_\_

Rental Car \_\_\_\_\_

Gas (rental car ONLY) \_\_\_\_\_

Must have receipt from gas station. Cannot be reimbursed if paid through rental service charge.

\*Gas for personal car is reimbursed by mileage (above)\*

## Travel Associated Costs

Please list how many of each and the cost (total if multiple).

Parking \_\_\_\_\_

Tolls \_\_\_\_\_

Change Fees \_\_\_\_\_

Baggage \_\_\_\_\_

Printing \_\_\_\_\_

Shipping \_\_\_\_\_

International Travel Insurance \_\_\_\_\_

Other

**Travel Protection Insurance, Seat Selection, Cancellation Fees and other misc fees are not reimbursable.**