

FACULTY TRAVEL REIMBURSEMENT REQUEST

Directions: Please submit the completed form and supporting material to **Helen (Hong) Sze** in the Purchasing and Accounting Office. Helen will process your travel reimbursement.

Faculty Name:		Date:		
Budget/Project(s) to be charged:				
Budget Name/Project Name(s):				
Purpose:				
Location City/Country:				
Departure Date:		Departure Time:		
Return Date:		Return Time:		
Travel Expenses to be Reimbursed				
	1. Airfare (or other)			
	2. Lodging (Hotel folio showing -0- balance)			
	3. Registration Fee			
	4. Ground Transportation (rental car agreement, gas receipts for rental car only, taxis, parking, mileage)			
	5. Other expenses (internet fees, visas, etc.)			
	6. Per diem (Meal receipts are not required, but indicate meals provided)			
	Date	Breakfast	Lunch	Dinner
Justification: If traveling on grant funds, explain how the travel was of benefit to the grant.				
Other notes:				
<p>Personal time: Adding personal time to a trip must not increase the cost to the University. If personal time is involved, please provide a comparison airfare.</p>				