

# Travel Expense Reimbursement Form

Name: \_\_\_\_\_

Destination (conference title, location): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ (mm/dd/yy)      Ending Date: \_\_\_\_\_ (mm/dd/yy)

## **EXPENSE SUMMARY:**

### **AIR FARE:**

Departure Date:	Return Date:	Destination:	Amount:
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>Total Airfare</b>			<b>\$</b>

### **LODGING:**

Hotel:	City:	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Lodging</b>		<b>\$</b>

### **TAXI/SHUTTLE:**

Date: (mm/dd/yy)	Details (e.g., taxi from airport to hotel)	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
\$		\$ _____
<b>Total Taxi / Shuttle</b>		<b>\$</b>

**MEALS:**

Date:	Details (e.g., breakfast at Starbucks)	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Meals</b>		<b>\$ _____</b>

**RENTAL CAR:**

City:	Start Date: (mm/dd/yy)	End Date (mm/dd/yy)	Amount:
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>Total Rental Car</b>			<b>\$ _____</b>

**Gas:**

Date: _____ (mm/dd/yy)	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____

**Tolls:**

Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____

**Parking:**

Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____

**MISCELLANEOUS:**

Description:

Amount

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Misc** \$

**SUMMARY TOTALS:**

If paid by Travel Card,  
check here:

<b>AIR FARE</b>	\$ _____
<b>LODGING</b>	\$ _____
<b>TAXI/SHUTTLE</b>	\$ _____
<b>MEALS</b>	\$ _____
<b>RENTAL CAR</b>	\$ _____
<b>MISCELLANEOUS</b>	\$ _____
<b>TOTAL REQUESTED</b>	\$ _____

