

Travel Reimbursement Form

(For Graduate Students only)

1. Please fill out entirely and attach all original receipts where requested.
2. All receipts must be **taped** to a sheet of paper without alterations or markings. Loose receipts will not be accepted. Please **DO NOT** staple anything.
3. All receipts must be in the name of the traveller.
4. **Use one form per trip.**

Name _____

Travel dates (departure) _____ (Return) _____

Destination (city/state or city/country) _____

Reason for travel (Check appropriate box and give name of conference, training program or research project.)

Conference () _____

Training and Research () _____

=====

Air (passenger receipt attached) _____ Date of purchase _____

Personal auto _____ round trip mileage _____

Auto rental receipt attached _____ (no mileage needed)

Hotel receipt attached _____

Meal receipts attached _____ or per diem of \$25 X _____ days

Conference registration fee receipt attached _____

Miscellaneous receipts attached (please explain)

Currency _____ US\$ _____ other (Please go to <http://www.oanda.com/> and attach page after converting.)

Traveller's signature _____ date _____