



# Travel Authorization and Reimbursement Request

BUDGET: <input style="width:80%;" type="text"/>	Budget Approval: <input style="width:80%;" type="text"/> Signed by PI or Administrator)	For Office Use Only: ER# _____
---	--	-----------------------------------

US Citizen? If No, please attach copy of Passport and I94 Documentation)	Are you also claiming this reimbursement with another department? <input type="radio"/> Yes <input type="radio"/> No
--	--

Name: <input style="width:80%;" type="text"/>	Email: <input style="width:80%;" type="text"/>	Phone: <input style="width:80%;" type="text"/>
---	--	--

Destination (City and State or Country): <input style="width:80%;" type="text"/>	Personal Time Taken? (If yes, indicate the date and time taken: <input style="width:80%;" type="text"/>
--	---

Departure Date <input style="width:80%;" type="text"/>	Departure Time: <input style="width:80%;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Return Date <input style="width:80%;" type="text"/>	Return Time: <input style="width:80%;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM
--	--	---	---

Reason for Travel ( include why the trip was necessary and how it benefited the project):	<input style="width:100%; height:100%;" type="text"/>
---	---

REIMBURSE ITEMS Receipts are required for any expenses over \$75. 00

*Can be reimbursed in advance	AMOUNT
AIRFARE* (AIRFARE ITINEARY REQUIRED)	<input style="width:100%; height: 20px;" type="text"/>
REGISTRATION*	<input style="width:100%; height: 20px;" type="text"/>
HOTEL (FOLIO REQUIRED)	<input style="width:100%; height: 20px;" type="text"/>
FOOD/PER DIEM	<input style="width:100%; height: 20px;" type="text"/>
TRANSPORTATION (FINAL RENTAL AGREEMENT REQUIRED; RAIL ITINEARY REQUIRED)	<input style="width:100%; height: 20px;" type="text"/>
MILEAGE (ATTACH MILEAGE LOG)	<input style="width:100%; height: 20px;" type="text"/>
MISCELLANEOUS (LIST): <input style="width:80%;" type="text"/>	<input style="width:100%; height: 20px;" type="text"/>
TOTAL	<input style="width:100%; height: 20px;" type="text"/>