

TRAVEL REIMBURSEMENT INFORMATION FORM

| | | | |
|-------------------------------|-------------|-------------------------|---|
| Name: | | Empl. ID # | EM |
| Home Mailing Address: | | | |
| Destination: | | | |
| Purpose: | | | |
| Departure | Date: _____ | Time | _____ |
| Return | Date: _____ | Time | _____ |
| Registration Fee: | \$ _____ | | |
| Airfare: | \$ _____ | | |
| Lodging: | \$ _____ | Number of nights: _____ | \$50/day for food for the following cities: |
| Meals \$40/day: | \$ _____ | Number of days: _____ | (Boston, NY City & Wash. D.C. ,San Francisco, |
| Foreign Per Diem: | \$ _____ | Number of days: _____ | Baltimore, Chicago, Philadelphia, Seattle) |
| Private Auto \$.50 per mile: | \$ _____ | Number of miles: _____ | |
| Parking: | \$ _____ | | |
| Tolls: | \$ _____ | | |
| Auto Rental: | \$ _____ | | |
| Gasoline: | \$ _____ | | |
| Other Transportation: | \$ _____ | Description: | _____ |
| Other Business Expenses: | \$ _____ | Description: | _____ |
| Total: | \$ _____ | | |

Additional Explanation (who you shared a ride or hotel with, flight change, currency exchange, etc.):

| | | | | | |
|------------|---------------|-------------------------|--|------------------|---|
| Speedtype: | | Fund: | | Project/Grant #: | S |
| Dept. ID: | A1902000 ____ | Principal Investigator: | | Signature | |