

**REIMBURSEMENT FOR TRAVEL
SUMMARY SHEET**
(Please place this sheet on top of forms submitted)

Name _____ **Date** _____

Purchase Order # _____

Dates(s) of Travel for conference, meeting, etc. . _____

Name of conference, meeting, etc. _____

Airfare – Attach copy of airline tickets/confirmation Total = \$ _____

Car Rental – Attach bill Total = \$ _____

Mileage – Attach form
Number of miles _____ @ \$.655 per mile Total = \$ _____
(Attach Map Quest inquiry to verify mileage)

Tolls – Staple receipts to Form A Total = \$ _____

Parking – Staple receipts to Form A Total = \$ _____

Hotel – Attach bills from hotel Total = \$ _____

Meals – Staple receipts to Form B Total = \$ _____

Miscellaneous – Staple receipts Total = \$ _____

Grand total of request = \$ _____ *

Signature of requestor _____

Supervisor's signature _____

*Any discrepancies or missing information will delay processing

**FORM A
TOLLS AND PARKING**

Only itemized receipts will be reimbursed

ATTACH RECEIPT HERE

ATTACH RECEIPT HERE

Total amount requested \$_____

FORM B
FOOD AND BEVERAGE RECEIPTS

Tips will be reimbursed on food and beverage 15-20%

NO alcohol or tips on alcohol will be reimbursed

Only 1 dinner per person

Only itemized receipts will be reimbursed

ATTACH RECEIPT HERE

ATTACH RECEIPT HERE

Total amount requested \$ _____