TRAVEL REIMBURSEMENT

 **DEPARTMENT OF HISTORY**

 Cover Sheet

TRAVELER NAME: TODAY’S DATE:

EVENT NAME/REASON FOR TRAVEL:

EVENT LOCATION: FUNDING SOURCE(S):

DEPARTURE: *date time : am/pm* RETURN:  *date time : am/pm*

**REQUIRED DOCUMENTATION**

The following documentation is required for all travel reimbursements.

[ ]  **COPY OF AWARD/FUNDING LETTER**

 The email or letter of award that confirms funding for your travel.

[ ]  **ALL ORIGINAL RECEIPTS.**

 Receipts **MUST be original, itemized, and show PROOF OF PAYMENT.** e.g. A “zeroed-out” balance, shows charge to credit card on receipt.

[ ]  **AIRFARE ONLY: BOARDING PASSES & RECEIPT**

 If traveled by air, must include **original boarding passes** AND email receipt **showing charge to credit card.**

 If you did NOT book on Sanditz, provide a comparable quote from Sanditz of your flight.

[ ]  **MILEAGE ONLY: GOOGLE DIRECTIONS**

 If personal car was used, a print-out of Google Directions to reimburse mileage.

* DEPARTURE ADDRESS
* ARRIVAL ADDRESS

[ ]  **PER DIEM**

 If claiming per diem in lieu of meal receipts, please indicate location(s) of meal per diem to be claimed, **and note any meals that were provided for you**:

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[ ]  **I RECEIVED A TRAVEL ADVANCE**

Please check if you received a travel advance and indicate the amount received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and whether there were any advance funds not used $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOREIGN TRAVEL**

The following documentation is required for foreign travel only.

[ ]  **COPY OF EXCHANGE RATE FROM XE.COM**

 This will be used to calculate your reimbursement for any receipts in foreign currency.