

# REQUEST REIMBURSEMENT FOR YOUR TRIP

Do not alter this form; fill it out as is. Please type or write clearly. Then bring a printed copy to Kayleigh or Shanna in 383 FASB along with all travel documentation (refer to separate instructions on how to prepare documentation and receipts; checklist on back of this form).

If you haven't done so yet, you **MUST ALSO** fill out a "Register Your Trip" form and submit it to GG.

FULL NAME:		REGISTERED TRAVEL # (provided by GG office):	
DESTINATION LOCATION:		TRAVEL DATES:	
<b>EXPENSES</b>			<b>TOTAL (\$)</b>
AIRFARE	Name of Airline:	Booked by U of U Agents: Yes ____ No ____	
MISC AIRLINE FEE	Fee type: Bag ____ Seat ____	Justification:	
PERSONAL AUTO	Total miles:	x \$0.58	
LODGING	Name of Lodging:		
Lodging Rate (room rate & taxes)	# of days:	Average \$\$/day:	
PER DIEM	# of days:	Average \$\$/day:	
CONFERENCE FEE			
CAR RENTAL	Name of Agency:	Booked by U of U Agents: Yes ____ No ____	
Car Rental Rate (minus insurance)	# of days:	Average \$\$/day:	
TAXI, BUS, TRAIN, ETC.			
PARKING	# of days:	Average \$\$/day:	
MISCELLANEOUS (Types: Personal auto gas, UU travel insurance, equipment, long distance calls, internet, abstract or poster fee, group meal, road tolls, etc.)	Type of Misc. Expense		
GRAND TOTAL EXPENSES			

# TRAVEL REIMBURSEMENT DOCUMENTATION CHECKLIST

- ☐ All receipts are provided and prepared correctly.
  - ☐ Receipts are itemized and final (shows proof of payment).
  - ☐ Receipts are neatly and completely glued or taped flat on single-sided, 8.5x11, blank printer paper. No tape is on top of text.
  - ☐ Key details are underlined or circled in red ink (date, vendor, location, payment information, and \$ amount).
  - ☐ Receipts are labeled by type in upper left-hand corner. (Types: airfare, personal auto, conference fee, lodging, per diem, car rental, taxi, parking, or misc.).
- ☐ Documentation is provided on single-sided 8.5x11 white paper, such as:
  - ☐ Federal per diem (do not submit food receipt unless it's for a group business meal)
  - ☐ Event email, website screenshot, flyer, syllabi, or itinerary
  - ☐ Abstract (if you presented)
  - ☐ Google map (for personal auto)
  - ☐ Grant funding email (students only)
- ☐ Paperwork is clipped together with paperclip (*no staples!*).

**NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:**  
Kayleigh: [u1148394@gcloud.utah.edu](mailto:u1148394@gcloud.utah.edu) Shanna: [shanna.futral@utah.edu](mailto:shanna.futral@utah.edu)