

# GG TRAVEL REIMBURSEMENT REQUEST

Do not alter this form; fill it out as is. Please type or write clearly. Then bring a printed copy to the Geology & Geophysics Department Travel Delegates in 383 FASB along with all travel documentation (refer to back page). All guest travelers (unaffiliated people without a UNID and undergraduates not employed with the University) will need to provide a W9 for reimbursement.

FULL NAME:		REQUEST I.D. (provided by GG office):	
DESTINATION:		TRAVEL DATES:	
<b>EXPENSES</b>			<b>TOTAL (\$)</b>
PER DIEM	Itinerary Stops (city, date, & time):		
HOTEL	Transaction Date:	Vendor:	City of Purchase:
NIGHTLY LODGING EXPENSES	Check-In Date:	Check-Out Date:	# of Nights:
Room Rate:	Room Tax Rate:	Other Tax Rates (list all separately):	
AIRFARE	Transaction Date:	Vendor:	
How did you book this airfare? <input type="checkbox"/> Concur Booking Tool <input type="checkbox"/> U of U Travel Agents <input type="checkbox"/> Other Booking Method			
AIRLINE FEES	Transaction Date:	Vendor:	
CAR RENTAL	Transaction Date:	Vendor:	
# of Rental Days:	City of Purchase:		
CAR RENTAL FUEL	Transaction Date:	Vendor:	
GROUND TRANSPORTATION	Transaction Date:	Vendor:	City of Purchase:
PARKING	Transaction Date:	Vendor:	City of Purchase:
PERSONAL CAR MILEAGE	Transaction Date:	From Location:	To Location:
			Total = (# of miles) x (0.585)

**Form continues on the next page.**

Group Meals <input type="checkbox"/> <10 <input type="checkbox"/> 10+	Transaction Date:	Vendor:	City of Purchase:	
Business Purpose:		List participants (if less than 10):		
Seminar Registration/Fees	Transaction Date:	Vendor:		
<b>Misc. Expenses</b>				
For each miscellaneous expense enter the transaction date, vendor name, the city it was purchased in, and the amount:				
<b>Personal Expenses (Non-Reimbursable)</b>				
For each personal expense enter the transaction date and the amount:				
EXPENSE REPORT TOTAL:				
DEDUCTIONS:				
EXPECTED REIMBURSEMENT:				

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

# 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 right-hand corner. (Types: Per Diem, Hotel, Airfare, Car Rental, Ground Transportation, Parking, Personal Car Mileage, or Misc.).
- W9 is provided with receipts and Report Request Form (for guest travelers only)