



Old Engineering Business Center

Travel Auth #: E-Doc #:

TRAVEL REIMBURSEMENT FORM Please fill out COMPLETELY.

Name: _____ Emp ID #: _____

Destination: _____

Dates of Travel: _____ Conference Dates: _____

Business Purpose
of Trip:**TRAVEL EXPENSES****Lodging:**Designated Lodging? Yes NoSharing Room? Yes No

Roommate Names _____

TAPE ALL ORIGINAL, ITEMIZED RECEIPTS TO A BLANK SHEET OF 8 1/2 X 11 " PAPER AND ATTACH TO THIS FORM.

Fill in the total for each applicable category.

Meal Per Diem: Yes No*Faculty only without Prior Approval*

Departure from Tucson

_____ Date _____ Time

Return to Tucson

_____ Date _____ Time

Mileage: Yes No

No. Miles/Odometer Reading:

Additional
Information:

Category	Additional Info	Category Total
Personal Vehicle	# of miles multiplied by 0.445	
Ground Transportation	Taxis, trains, busses, etc.	
Airfare	Include additional charges for luggage	
Meals	If taking per diem, leave total blank.	
Lodging	Fill in total for cost of room plus tax.	
Conference Registration	If not applicable, leave total blank.	
Miscellaneous	Meeting expenses, Wi-Fi connection, etc.	
	Grand total	

AUTHORIZATION:

Date _____ Account Number _____ Faculty Signature _____

Date _____ Account Number _____ OEBC Bus Office Signature _____