

RECEIPTS: To expedite your reimbursement, all receipts must be "Taped", and not stapled or glued, to an 8 1/2 x 11 sheet of paper. All receipt information must be visible and legible. Affix as many receipts as possible to a page in chronological order. Do not highlight receipts. If your report is claiming a meal expense that included additional people, please list the attendees being claimed. If these instructions are not followed, it could affect the timeliness of your reimbursement

Center for Language & Speech Processing Travel Expense Reimbursement Form

Name		Employee/Personnel Number	
		Funding Source	
E-mail		Account No.	
Purpose			
Mailing Address			
Trip	Dates (Start)	(End)	Location
Expenses	Receipt Dates	Details	Amount
Transportation		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other	\$
Own car		Mileage (attach google map showing miles)	\$
Lodging		Location	\$
		Location	\$
Meals		Detailed Receipts Needed	\$
		Detailed Receipts Needed	\$
		Detailed Receipts Needed	\$
		(Use back of form for add'l meals)	\$
Conference fees		Purpose	\$
		Purpose	\$
Other (car rental, tolls, parking, ,etc.)		Purpose	\$
		Purpose	\$
		Purpose	\$
		Purpose	\$
Subtotal			\$
Less amount paid by company			\$()
Total amount owing to employee			\$
I attest that the trip was taken for business purposes and that vacation was not a major consideration for the travel.			
Payee Signature			Date
Advisor / Administrator Signature			Date