

Biochemistry & Biophysics Travel Reimbursement Form

For Accounting Use only: T		
Date:		
Name:		
Title:		
PID#:		
Home Address:		
Email Address:		
Travel to (City&State):		
Travel dates:	From:	To:
departure time:		<input type="checkbox"/> AM <input type="checkbox"/> PM
return time:		<input type="checkbox"/> AM <input type="checkbox"/> PM
Purpose of travel :		
Expenses		
Airfare:		
Transportation:		
If a rental car was used you MUST provide Justification.		
Mileage:	To:	From:
Lodging:		
Registration Fees:		
Were meals included in the registration?:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Per diems based on state allowances. If you did not spend per diems, reimbursement can be made based on your actual costs.
	If YES, please note all meals provided below:	
Other Expenses:		
Signature of Employee:		
Signature of PI:		
GRANT#		
NOTE TO EMPLOYEE: ORIGINAL RECEIPTS REQUIRED FOR ALL EXPENSES EXCEPT FOR MEALS, TAXIS <\$25, AND GRATUITY.		