

**STUDENT TRAVEL REIMBURSEMENT REQUEST FORM**

Name: \_\_\_\_\_ PID #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Travel Destination (City) \_\_\_\_\_ (State) \_\_\_\_\_ Funding source (Project ID #): \_\_\_\_\_

Conference name or Purpose of trip \_\_\_\_\_

Date of Travel \_\_\_\_\_ Return Date \_\_\_\_\_ Reimbursed mileage to RDU?

Departure Time on first day \_\_\_\_\_ Arrival Time on last day \_\_\_\_\_

Will any travel expenses be paid by an outside party?  
\_\_\_\_\_

For Out of State travel, the food allowance is \$44.10 per day (breakfast \$9.00, lunch \$11.80, dinner \$23.30). **Please check which meals you want reimbursement for.** Guidelines for meal reimbursement on partial travel days: The traveler must leave before 6 AM to claim reimbursement for breakfast and before 10 AM to claim reimbursement for lunch. The traveler must return after 2 PM to claim reimbursement for lunch and after 8 PM for dinner. Please attach all receipts (taxi, hotel, parking, etc.). Food receipts are not needed if you are receiving the per diem amount. For international travel, ask [MITravelAdmin@med.unc.edu](mailto:MITravelAdmin@med.unc.edu) for per diem amounts.

**Daily Expenses**

**Other Expenses (parking, taxi, etc.)**

**Amount**

Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_  
Hotel \$ \_\_\_\_\_

<b><u>Date</u></b>	<b><u>Expense</u></b>	<b><u>Amount</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b><u>Date</u></b>	<b><u>Amount</u></b>
Breakfast _____	_____
Lunch _____	_____
Dinner _____	_____
Hotel \$ _____	_____

<b><u>Date</u></b>	<b><u>Amount</u></b>
Breakfast _____	_____
Lunch _____	_____
Dinner _____	_____
Hotel \$ _____	_____

<b><u>Date</u></b>	<b><u>Amount</u></b>
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\_\_\_\_\_ Did you rent a car?  
If yes, explain why a rental car was needed \_\_\_\_\_

\_\_\_\_\_ If foreign travel, what is the currency and exchange rate? \_\_\_\_\_

**Other Expenses continued**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Expense</u>	<u>Amount</u>
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
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<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
<hr/>				
<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
<hr/>				
<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
<hr/>				
<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
<hr/>				
<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
<hr/>				
<u>Date</u>	<u>Amount</u>			
	Breakfast _____		_____	
	Lunch _____		_____	
	Dinner _____		_____	
	Hotel \$ _____		_____	
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