

Travel Reimbursement Form

PreTrip _____ Early _____ Final _____

Date: _____

PLEASE PRINT LEGIBLY

Traveler's Name: _____ *University ID/Soc. Sec. #: _____

Phone: _____ E-mail Address: _____

Chartfield: _____ Class: _____

Authorized by: _____

(Please Print Name)

Authorized by: _____

(Faculty Signature Required)

Purpose of Trip: _____

Destination: _____

Departure Date: ____/____/____ Mail reimbursement to: _____

Return Date: ____/____/____ (If other than 2110 MEB) _____

***** Original itemized receipts are required for reimbursement. *****

***** Copies and/or charge slips alone will not be accepted. *****

AIRFARE Paid By University \$ _____
Name of Airline _____ Travel Dept airfare
 Traveler

PERSONAL AUTO \$ _____
personal auto

**Per Diem _____ Miles @ (Mileage allowance) - \$.485/mile or \$.32/mile
(If flying to destination you cannot Day Trip <80 miles >80 miles
claim mileage for personal auto.) Overnight Trip <150miles >150miles
Local Trip Driving vs. Flying

LODGING \$ _____
Hotel Name _____ Non-conventional _____ lodging

MEAL EXPENSE \$ _____
meal expense

____ **Per Diem _____ Days @ \$ _____ /Day

(1st and last day of travel are reimbursed at 75% of per diem.)

____ Flat Amount set by PI \$ _____ (If claiming exact cost up to 120% of per diem-itemized
receipts are required by travel.)

REGISTRATION \$ _____
registration

CAR RENTAL \$ _____
car rental

Car Rental Name _____

**Car Rental Agencies (Contract #) - Budget Rent-A-Car (T155600) and Enterprise (NA47008)

If not using contract rates there will be a \$3/day insurance surcharge.

TAXI, BUS, SHUTTLE, ETC. \$ _____

PARKING \$ _____

GASOLINE \$ _____

OTHER \$ _____

OTHER \$ _____

SUBTOTAL \$ _____

GRADUATE SCHOOL CONTRIBUTION \$ _____

TOTAL \$ _____

*Non-U of U students/staff will need to complete a W-9 for reimbursements.

**Per Diems, State Airfare Contacts and State contracted Car Rental Agencies can be found at the University Of Utah Travel website, www.travel.utah.edu.