

# department of student programs



## REQUEST FOR TRAVEL EXPENSE REIMBURSEMENT

To receive reimbursement for travel expenses, a request form and a travel expense itemization sheet must both be submitted. All original receipts for expenses to be reimbursed must be attached to these forms.

Present this completed request to your adviser.

Allow a minimum of one week for a check to be issued.

Date 12/1/10  
Person to be Paid Joe Fillmore Organization X-ology  
Address 5555 Fish Fry Ave. Account/Natural Acct. \_\_\_\_\_  
City/State/Zip New Orleans, LA 70127  
Social Security Number 555-55-5555 Country of Citizenship USA  
Date/Time of Departure 11/21/10 1:15 pm Date/Time of Return 11/25/10 12:30 pm  
Purpose of Trip attendance and session presentation

<b>Disposition Instructions</b> (Check One)	
<input checked="" type="checkbox"/>	Hold for pickup, G04 LBC
<input type="checkbox"/>	To be mailed

Total Expenses 663.55  
Amount to be Reimbursed 500.00

Requested by Joe Fillmore Name (504) 555-5555 Phone Number jfillmore@tulane.edu E-mail

Approved by \_\_\_\_\_  
Student Organization Adviser

For Office Use Only	
Processed by _____	Date _____
Student Aide	

Tulane University

