

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 _____

Person to be Paid _____ Organization _____

Address _____ Account/Natural Acct. _____

City/State/Zip _____

Social Security Number _____ Country of Citizenship _____

Date/Time of Departure _____ Date/Time of Return _____

Purpose of Trip _____

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

Total Expenses _____

Amount to be Reimbursed _____

Requested by _____
Name Phone Number E-mail

Approved by _____
Student Organization Adviser

For Office Use Only
Processed by _____ Date _____ Student Aide

