



TRAVEL REIMBURSEMENT

Dept. of Communication Cover Sheet

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

EVENT LOCATION:

DEPARTURE: DATE

TIME

RETURN: DATE

TIME

INFORMATION & DOCUMENTATION

Did the department pay for your registration? YES NO

Did you actively participate in the conference? YES NO

Did the conference provide meals? YES NO

If yes, please explain:

Did you receive a travel award letter (AAUP/OVPR or Grad School)? YES NO

Did you request a travel advance? YES NO

Did this trip include personal travel? YES (Dates: _____) NO

Did you book through Sanditz?

Yes. Which KFS account did you provide? _____

No.

If Sanditz was used, then no documentation is needed. If you booked on your own, you must submit a copy of your flight receipt and boarding passes.

Are you claiming mileage? YES NO

If yes, please explain:

If applicable, please include:

Hotel receipt

Taxi/Shuttle receipts

Car rental receipt

Parking/Tolls receipts

Baggage

Other: _____

Note: All receipts must be itemized, show a paid balance and, if paid with a card, show the last four digits of the card number.

Please share any additional information:

Submit to Tessa in ARJ 228 or place in her mailbox.