

**Dean for Academic Affairs Office  
Faculty Conference Travel completed in the 2010-2011 Academic Year\*  
Request for Reimbursement**

Name \_\_\_\_\_ Department \_\_\_\_\_ Phone ext. \_\_\_\_\_

Destination (city, state) \_\_\_\_\_ Date(s) of travel \_\_\_\_\_

Meeting attended \_\_\_\_\_

Participation \_\_\_\_\_

[If you are requesting 100% reimbursement, please indicate the nature of your participation in the meeting (e.g., gave a paper, served as discussant or panelist, attended as an association officer)]

Please indicate *all* expenses associated with this trip. Staple itemized receipts, including, when applicable, the receipt from airline tickets. *Any individual expense totaling \$50 or more will not be reimbursed without an itemized receipt unless page two of this form is completed.* Foreign per diem only for meals and lodging, no domestic per diem accepted. \$0.50/mile travel before January 1, 2011; \$0.51 January 1, 2011 or later.

Type of expense	Amount	<i>Dean's office use only</i>	
Airfare		1-6010	
Ground transportation (rail/bus/metro/ taxi/auto rental/etc.)		1-6020	
Mileage (no of miles ___ @ \$.51/mile)		1-6025	
Lodging		1-6015	
Meals		1-6030	
Registration fees		1-6525	
Other (parking/tolls):		1-6040	
Internet fees		1-6350	
<b>Total</b>	\$ -		\$ -
Percent of total eligible to be reimbursed (write 100 or 80 here)			
Total reimbursement	\$ -		
Less: Amount direct-billed to College			
Less: Amount of travel advance			
<b>Total reimbursement requested</b>	<b>\$ -</b>		
Exchange rate used			

Signature of traveler \_\_\_\_\_ Date \_\_\_\_\_

Dean's office approval \_\_\_\_\_ Date \_\_\_\_\_

Project number: \_\_\_\_\_

## MISSING RECEIPT DOCUMENTATION

Please provide the following information:

Date Paid \_\_\_\_\_

Vendor Name \_\_\_\_\_

Location (City, State or Country) \_\_\_\_\_

Amount Paid \_\_\_\_\_

Item Description \_\_\_\_\_

STATEMENT OF REASON FOR NOT HAVING RECEIPT

---

---

---

---

---

---

### CERTIFICATION

Date \_\_\_\_\_

I, \_\_\_\_\_

Name

of \_\_\_\_\_

Department Name

certify that the foregoing transaction receipt is not available or obtainable. The information is true and accurate, and the amount shown is legally due.

X \_\_\_\_\_

Signature