<u>Instructions for submitting the Employee Travel Expense Report for reimbursement –</u>
<u>***MUST INCLUDE ORIGINAL RECEIPTS.***</u> This should be filed after travel is complete.

Name, Title and Department of Traveler: Fill in name of person traveling. Department is the department which funds the travel.

Type of Travel: Indicate Domestic or International.

Destination: List city(s) and state(s) to where the traveler went on official business.

Purpose of the Travel: Give a brief description of the purpose for out-of-state travel. If more than one purpose, give a description of each purpose.

Event Description: Provide the name of conference, workshop, etc. Include web address if known.

Event Dates: Enter beginning date(s) and ending date(s) of meeting(s).

Departure Information:

Departure Location: List departure city, date and time of departure.

Arrival Location: List arrival city, date and time of arrival.

Return Information:

Departure Location: List departure city, date and time of departure.

Arrival Location: List arrival city, date and time of arrival.

If PERSONAL TRAVEL, please specify days/time, beginning and ending and include a Cost Comparison.

Additional Expenses: If any of the listed expenses were paid using your BPC or a departmental Admin's BPC, please indicate as such. <u>In all other instances an ORIGINAL ITEMIZED RECEIPT MUST BE ATTACHED.</u>

Select Transportation from Drop-Down List and include all baggage fees.

Lodging

Conference Registration

Car Rental, Motor Pool, Department Owned Vehicle

Taxis, Shuttles, UBER, Lyft

Parking

Mileage

Other Expenses: please describe.

Per Diem: LIST DATES YOU ARE REQUESTING PER DIEM.

Reminder, if meals are paid with Foundation funds, actual itemized receipts are required for reimbursement.

Notes: Please include any information that you feel will be helpful for the processing of your travel.

Submit Travel Expense Report along with supporting receipts to your departmental admin. They will review the form and then submit to the SSC for processing.