FER TRAVEL REIMBURSEMENT

TRAVELER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE TRAVEL BEGAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE TRAVEL ENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHERE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AIRFARE Receipt attached Pre-paid ? with p-card by invoice

CAR RENTAL

Receipt attached Paid with p-card Motor pool vehicle

PERSONAL VEHICLE Total # of miles \_\_\_\_\_\_\_\_\_\_\_\_\_ (attach mapquest – not required for travel to and from RDU)

OTHER TRANSPORTATION (Taxi, Bus, Subway, Train, Gasoline, Tolls, Parking, etc.)

Type Amount

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt attached Paid with p-card

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt attached Paid with p-card

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt attached Paid with p-card

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt attached Paid with p-card

REGISTRATION Receipt attached Pre-paid ? with p-card by invoice

Conference agenda attached

LODGING $0 Balance Receipt attached Paid with p-card Complimentary or other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER EXPENSES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt attached

MEALS: **CHECK IF CLAIMING MEAL**

Date Breakfast Lunch Dinner

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FUNDING SOURCE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**