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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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