

The Department of Asian Studies
Travel Reimbursement Request

Name/EID _____

Departure City/Date/Time _____

Arrival City/Date _____

Return City/Date/Time _____

Meals

Meal Allowances* \$ _____

Other (please explain) \$ _____

*The rate is \$51 per day for overnight travel and prorated for days of travel

Transportation (please check all that apply, indicate the number of receipts attached and total amount)

Airfare \$ _____

Rental Car \$ _____

Personal Vehicle Mileage* \$ _____

Other (taxi, train, car service, bus, etc.) \$ _____

(ex. 4 taxis, total \$65) *Please include Mapquest printout for each leg of trip for mileage reimbursement (include date)

Lodging

Miscellaneous (please check all that apply)

Parking \$ _____

Registration fee \$ _____

Vehicle Fuel \$ _____

Baggage \$ _____

Business Internet \$ _____

Other \$ _____

Notes — include specific account description ex. Mitsubishi Chair in the Humanities

