

Dept. of Biology & Biochemistry – NSM Travel Reimbursement Form

Date: _____
 Name: _____
 Employee id: _____
 Address: _____

	<i>Description</i>	<i>Comments</i>	<i>Speed Type</i>	<i>Amount</i>
1.	Registration	Please include receipt/confirmation		\$
2.	Mileage (complete this section if you drove your personal vehicle) = [(X miles x 0.585/mile*) x 2] 2A. Departure address: _____ 2B. Destination address: _____	You need to specify Point-to-Point addresses on 2A/2B *Trip taken after July 01, 2008		
3.	Actual Lodging	Taxes are separate line (see #7)		
4.	Actual Meals	You cannot claim both actual #4 and per diem #12 meals		
5.	Parking			
6.	Tolls			
7.	Hotel Taxes			
8.	Tips			
9.	Business Phone	Please label as "Business" on your statement		
10.	Rent car gas	Not personal vehicle		
11.	Other incidentals: _____ _____ _____			
12.	Per diem meals = _____ days x \$ _____	You cannot claim both actual #4 and per diem #12 meals		
13.	Airfare	Please attach flight confirmation and/or boarding pass		
14.	Rental car	Please attach receipt		
15.	Taxi/shuttle			
<i>Sub-total</i>				\$

Total \$

Signature: _____
 Purpose/Benefits: _____
 Comments: _____