



AFTER TRAVEL REIMBURSEMENT REQUEST

Ecology Center Office Use Only

Prepared By: _____

Date Submitted: _____

TR #: _____

*Questions? Contact the Ecology Center
Office at 435-797-7255*

Please review the USU Travel Policy via link below for detailed information
travel.usu.edu/htm/travel-policies-procedures/travel-policies

Name: _____ ID #: **A** _____ Date: _____

Phone #: _____ Email: _____

Reimbursement mailing address: (If other than department mailbox or Direct Deposit)

Travel Dates: From: _____ To: _____ Departure Time: _____ Return Time: _____

Destination: From: _____ To: _____

Others in Party: _____

Funding Source (index #): _____

For multiple funding sources, include amounts for each index as well as documentation authorizing the use of the index

ACTUAL COSTS

All items for reimbursement must have receipts provided; exceptions are meal per diems
 Mileage reimbursement requests must be accompanied by a mileage (odometer) log
 or a MapQuest/Google Map of trip showing miles driven

Airfare: \$ _____	Baggage: \$ _____	Personal Car Miles: # _____	
SL Express: \$ _____	Parking: \$ _____	Ground Transportation: \$ _____	
Lodging: \$ _____	Car Rental: \$ _____	Conference Registration: \$ _____	
Other: \$ _____	Other Description: _____		

MEALS

Adjustment for meals provided:
Please check which meals, if any, were provided

# of Partial Days* \$36.75/day: _____	Actuals**: \$ _____	<input type="checkbox"/> Breakfast	Dates: _____
# of Full Days \$49.00/day: _____	Other: \$ _____	<input type="checkbox"/> Lunch	Dates: _____
<i>*first and last day of travel are partial days only if travel is more than 12 hours*</i>	<i>**Itemized receipts are required for reimbursement of actuals**</i>	<input type="checkbox"/> Dinner	Dates: _____

NOTE: International meal per diems vary by destination -- per diem rates available at
http://aoprals.state.gov/web920/per_diem.asp

ADDITIONAL INFORMATION

Please include any information that would be useful for us to know in processing your travel reimbursement
 (i.e., personal travel included within business travel, trip delays, etc.)