

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

EVENT LOCATION:

FUNDING SOURCE(S):

DEPARTURE: DATE

TIME

:

AM/PM

RETURN: DATE

TIME

:

AM/PM

Note: When assembling your paperwork please do not use recycled paper that has unrelated material on the back side. Our scanner does not differentiate between drafts of your work and receipts for your travel, and Travel Services staff can work more efficiently if they are not inundated with unnecessary reading material.

REQUIRED DOCUMENTATION

The following documentation is required for all travel reimbursements.

COPY OF AWARD/FUNDING LETTER

The email or letter of award that confirms funding for your travel.

COPY OF TRAVEL ADVANCE (if applicable)

The email or letter that confirms advance funding for your travel.

COPY OF EVENT SCHEDULE/POSTER/PROGRAM

Cover page and page listing your presentation— an original program or a copy from the conference website.

ALL ORIGINAL RECEIPTS

*Receipts **MUST be original, itemized, and show PROOF OF PAYMENT** such as a "zeroed-out" balance that shows charge to credit card on receipt. Boarding passes and loose receipts for taxi, train, meals, etc. must be organized and attached with transparent tape to 8½- by 11-inch sheets of paper.*

AIRFARE: BOARDING PASSES & RECEIPT

*If you traveled by air, you must include hard copy or electronic **boarding passes** AND email receipt **showing charge to credit card**. If you did not book through Sanditz, you must provide a copy of the Sanditz page for the same date or day of the week showing that your rates are comparable.*

MILEAGE: MAPQUEST DIRECTIONS

*If you ask for mileage reimbursement for personal car use, a print-out of Mapquest Directions from your home to your destination (airport?) **AND** from your home to your work station (Storrs or regional campus), with **shortest routes** selected.*

• DEPARTURE ADDRESS (Home)

• ARRIVAL ADDRESS

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

COPY OF EXCHANGE RATE for date of travel/payment FROM XE.COM (www.xe.com/travel-expenses-calculator/)

*If payments fall on different dates, fill in each date with its expense and indicate the foreign currency to be converted. **PRINT OUT THIS CURRENCY CONVERSION PAGE and include with paperwork.***