

TRAVEL REIMBURSEMENT COVER SHEET

Traveler's Name _____ Today's Date: _____

Event Name/Reason for Travel: _____

Event Location: _____ Funding Source(s): _____

Departure: Date _____ Time _____ : am/pm Return: Date _____ Time _____ : am/pm

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 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**, e.g. a “zeroed-out” balance that shows charge to credit card on receipt.
- Airfare: Boarding Passes and Receipt**
If you traveled by air, you must include hardcopy 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 campus), with shortest routes selected is required.

Departure Address (Home) _____

Arrival Addresses _____

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

- Copy of Exchange Rate for date of travel/payment FROM XE.COM**
(<http://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.