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.