TRAVEL REIMBURSEMENT FORM

To be submitted no later than thirty days (30) after traveling. Receipts must be provided for all reimbursement claims.

Name: __________________________________________ E-mail: _________________________________
Fax: ____________________________________________________________________________________ Phone: __________________________________________
Destination: _______________________________________________________________________________
Dates of Travel: ____________________________________________________________________________
Reason for Travel: __________________________________________________________________________
Estimated Costs:

Air Fare: __________________________
Local Transportation: __________________________
Airport Parking: __________________________
Auto Mileage: __________________________
Registration Fee: __________________________
Rental Car (must be pre-approved): __________________________
Rental Car Gas: __________________________
Total: ____________________

CERTIFICATION: I certify that this report is true and accurate to the best of my knowledge.

Fellow’s Signature __________________________ Date ____________ Advisor’s Signature __________________________ Date ____________

FOR ASEE HEADQUARTERS USE ONLY

PER DIEM: This per diem rate is based on government rates published by the General Services Administration in the Federal Travel Regulations (41 CFR, Chapter 301). Please provide hotel bill with this form.

Hotel: __________________________ X __________________________ $ __________________________
(per diem) (# of nights)
Meals: __________________________ X __________________________ $ __________________________ (M&IE
per diem) (# of days)
Total Reimbursement: __________________________

Approved for payment on __________________________ by __________________________

PLEASE NOTE:

- Only request accompanied by receipts will be considered reimbursement.
- Any trip driven in your personal automobile is reimbursed at 56.5c/mile.
- Do not submit receipts unless they are attached by scotch tape to an 8x11 piece of paper. This will ensure that receipts are not lost and will assist in the correct reimbursement for your travel.
- Your reimbursement will be deposited into your back account along with an upcoming stipend.