

NAME: _____ STUDENT ID#: _____ EMAIL: _____

HOME ADDRESS (for summer delivery only): _____

TRIP DESTINATION: _____

DEPARTURE DATE: _____ TIME: _____

RETURN DATE: _____ TIME: _____

STATUS: _____ GRADUATE STUDENT; _____ UNDERGRADUATE STUDENT

REASON FOR TRIP: _____ PRESENTOR (GAVE TALK); _____ RESEARCH ASST; _____ STUDENT ATTENDEE

(If you attended/presented at a conference/seminar, include copy of brochure and web address)

SOURCES OF SUPPORT: (INCLUDE \$ AMOUNT): _____ RIBBLE TRAVEL; _____ GRADUATE SCHOOL; _____ OTHER

If this trip involved plane travel, please indicate who purchased the plane ticket:

_____ DEPARTMENT PURCHASED; _____ SELF-PURCHASED

If you drove your personal vehicle, record the total distance traveled & attach computer map (i.e. Google Maps):

DISTANCE: _____ miles @ \$0.54/mile = \$ _____

LODGING COST: \$ _____ (Original, preprinted itemized receipt required)

The receipt must include the following: Name and address of establishment; your name and address; single room rate; itemization of charges.

MEALS: You are eligible for *per diem* if you are travelling as an employee. All others must submit itemized receipts in order to get reimbursed.If you travelled as an employee, the *per diem* amount will be used unless you do not wish to be reimbursed for all meals. If this is the case, please indicate in the comment section below.

OTHER EXPENSES:	ITEM	AMOUNT
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

COMMENTS:

REMEMBER TO ATTACH: Airline itinerary with proof of purchase, hotel receipt; all itemized meal receipts, ground transportation receipts (i.e. taxi), rental car/gas receipts, computerized map if mileage is claimed (i.e. Google Maps), copy of seminar/conference information including web address.

Signature: Department Manager

Revised 10/14/16