

MLLL

Travel Reimbursement Cover Sheet

(To submit within 30 days of travel)

Name _____ **SSN:** _____

Destination: _____

Purpose of Trip: _____

Departure Date and Time: _____ **Return Date and Time:** _____

Sources of Support: (Please provide dollar amounts granted by various sources)

MLLL \$ _____ **Arts & Sciences \$** _____ **VP for Research \$** _____ **Other \$** _____

*****Financial Support Services requires that all receipts must be submitted, taped on all four sides onto 8 1/2" x 11" paper, listed in US dollars. FSS also requires that a complete copy of the event program be submitted.**

	Amount	Receipt Attached
Per diem (___ rate x ___ days)	_____	N/A
Hotel	_____	(Must show zero balance)
Airfare	_____	(Itinerary and ticket receipt)
Mileage (.585 x _____ miles)	_____	License plate number _____
Taxi	_____	
Airport shuttle	_____	
Rental Car	_____	(Attach justification)
Parking and tolls	_____	
Other local transportation	_____	
Registration fees	_____	
Telephone and fax	_____	(Attach itemized list, justification)
Other	_____	(Attach explanation)
TOTAL REQUESTED	_____	