

# Conference Travel Reimbursement Request

Today's Date: \_\_\_\_\_ Name (Last, First): \_\_\_\_\_ UID: \_\_\_\_\_

Email: \_\_\_\_\_ Home Address: \_\_\_\_\_

Conference Attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ to \_\_\_\_\_

Have you advanced to candidacy?      No      Yes      If yes, provide date.

Are you:

Presenting a paper? If yes, provide title: \_\_\_\_\_

Part of a panel? If yes, provide seminar title: \_\_\_\_\_

Other. Please describe. \_\_\_\_\_

**Please attach:**

Acceptance letter

Original receipts showing payment method for any combination of the following: flights, hotel, conference registration fees, and/or mileage information of those using their own transportation (include printout of Mapquest mileage calculation or similar).

Credit card or bank statements that show the cardholder's name, last 4 digits of the card number, expense details, date, and amount (Address information, full account numbers, and unrelated charges may be blacked out using a black marker)

**Travel Expense Itemization**

	Cost	REQUIRED Documentation <i>(Please see instruction sheet for details)</i>
Airfare		Flight itinerary; Proof of Payment
Baggage Check		Receipt
Car Rental		<b>Itemized</b> reservation confirmation; Proof of payment
Parking		Receipt
Mileage		Copy of auto insurance liability card
Taxi, Shuttle, Bus		Receipt; Proof of payment
Lodging		<b>Itemized</b> lodging receipt/folio; Proof of payment
<b>TOTAL REQUEST</b>		

**FOR OFFICE USE ONLY**

Amount Awarded: \_\_\_\_\_

FAU: \_\_\_\_\_

Reason for denied request: \_\_\_\_\_

This form is designed to expedite the travel reimbursement process by ensuring that travelers provide adequate documentation and explanation when requesting reimbursement.

**Graduate students:** Please allow 2-3 weeks for processing and payment. Please note that inadequate documentation may delay processing time.

Conference/Research Travel Reimbursement Request Forms are due **no later than** 2 weeks after the travel takes place.

## INSTRUCTIONS

- 1) Review the list of required documentation for each expense type.
- 2) Collate the receipts in the following order:
  - (1) **Transportation receipts** (Including airfare, rental car, mileage, taxi, shuttle, bus, etc.)
  - (2) **Lodging receipts** (Including number of occupants, daily charge, and payment method)
  - (3) **Conference registration confirmation** (Including payment method, conference invitation letter, conference program, name and title of presentation/paper)
- 3) The following documents constitute "proof of payment":
  - a. Receipts showing payment method (For debit/credit card transactions, the receipt MUST show the last four digits of the card number and the cardholder's name)
  - b. Credit card or bank statements that show the cardholder's name, last 4 digits of the card number, expense details, date, and amount (Address information, full account numbers, and unrelated charges may be blacked out using a black marker)
- 4) Submit your reimbursement packet (including all receipts and your completed Conference/Travel Reimbursement Request Form) to the Student Affairs Officer in Humanities 378. **Please DO NOT staple your packet together!**

Please note the following Graduate Division policies regarding conference/travel reimbursements:

- Graduate Division will ONLY reimburse **transportation, lodging, and/or conference-related registration fees**. Please note that receipts for **food** or **non-cash certificates used for the purchase of transportation or lodging** will **NOT** be reimbursed!
- If you purchase online packets that include hotel and airfare (through Expedia, Travelocity, Orbitz, etc.), Graduate Division will **NOT** reimburse these expenses without itemized receipts for both airfare and hotel.