

Conference Travel Reimbursement Request

Date: _____ **Name (Last, First):** _____ **UID:** _____

Email

Conference Name: _____ **Dates of Attendance:** _____ **to** _____

Have you advanced to candidacy? **No** **Yes** **If yes, provide ATC date:** _____

Are you:

Presenting a paper? If yes, provide title:

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

Other? Please describe:

Please submit the following:

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	Supporting Documentation
Airfare		Flight itinerary; Proof of Payment
Conference Registration		Receipt
Car Rental		Itemized reservation confirmation; Proof of payment
Parking		Receipt
Mileage		Copy of auto insurance liability card; Google Maps mileage calculation or similar (0.535 cents x mile)
Taxi, Shuttle, Bus		Receipt; Proof of payment
Lodging		Itemized lodging receipt/folio; Proof of payment
Other Allowable Expenses		(Please list)
TOTAL AMOUNT REQUESTED:		

FOR OFFICE USE ONLY

Amount Awarded:

Date Processed:

Student Notified: