

# Department of Political Science Travel & Reimbursement Request Form

\*Pre-travel authorization must be granted in advance of out-of-state and/or overnight travel. Reimbursements cannot be processed without one.

## Section One: STUDENT / EMPLOYEE INFORMATION

1.a Name:

1.b Employee ID#:

1.c Pre-travel ID#\*:

## Section Two: FUNDING INFORMATION

2.a Funding Source Description\*:

2.b Speed Type:

2.c Fund:

2.d Dept. ID:

\* *Funding Source* description is required. If you do not know the Speed Type, Fund or Dept. ID, leave those sections blank.

## Section Three: GENERAL TRIP INFORMATION

3.a Purpose of travel / expenses:

3.b Destination:

3.c Departure Location:

Date:

3.d Return Location:

Date:

If your trip expenses include hosting a **business meal**, you must include a **Business Expense Form** along with the names of the meeting's attendees.

## Section Four: GROUND TRAVEL/ MILEAGE

4.a Mileage\*\*:

Mileage Reimb.: Total:

4.b Details:

Please note that **per-diem rates** vary by location, and that the first and last days of travel are reimbursed at 75% of the daily amount. Additionally, please double-check your **payment method**, as errors here can lead to complicated and costly delays.

\*\*Most direct/shortest route from point of origin to destination. Identify if round trip. Traveler must provide a Google or Mapquest map to prove mileage.

Expense Type	Description	Date of Expense	Expense Total - \$
SELECT ONE			
SELECT ONE			
SELECT ONE			
SELECT ONE			
SELECT ONE			
SELECT ONE			
<b>TOTAL</b>			