

H&SS EXPENSE REIMBURSEMENT REQUEST

INSTRUCTIONS

1. Complete all relevant information. Use **one form per** trip.
2. Submit the request to the department preparer **within 30 days** of completion of travel.
3. All **original, itemized receipts** must be attached to this request. Please make sure receipts are in your name, not a spouse, partner, or friend. We would have to reimburse that person, which can be a long, tedious, and time-consuming process. Make sure they are in your LEGAL name, not a nickname or a name you prefer to be called.
4. Documentation must be attached for any exceptions to the Travel Expense Policy.

GENERAL INFORMATION

NAME: _____

DESTINATION (City, State, Country): _____

FOREIGN CURRENCY? (*specify*): _____

DATE OF DEPARTURE: _____ Depart Time (*if claiming per diem*): _____ am/pm

DATE OF RETURN: _____ Return Time (*if claiming per diem*): _____ am/pm

CHARGE TO: _____

PURPOSE OF TRAVEL

Check applicable item(s) and describe, spelling out all acronyms of organizations.

CONFERENCE TRAVEL _____

RESEARCH ACTIVITY _____

COLLABORATION (Provide name of collaborator and brief topic description)

EDUCATIONAL (to give a talk, conferred with colleagues on research, etc.)
PURPOSE _____

OTHER _____

ADDITIONAL INFORMATION

Was airfare billed directly to CMU through a travel agent? (*please circle*) Yes or No

Was a travel advance received for this trip? (*please circle*) Yes or No

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EXPENSES

Please detail costs below and attach **itemized** receipts. On restaurant checks, identify alcoholic beverages. When claiming the cost of meals for others, state the purpose and list the name of each guest when 5 or fewer are in attendance. For groups of 6 or more simply provide a headcount along with the purpose.

DATE	DESCRIPTION	AMOUNT
TOTAL RECEIPTS		\$ -

PER DIEM MEALS & LODGING (If applicable*)

In lieu of receipts, you may claim a per diem cost for meals (or meals & lodging) based on GSA rates (<http://www.gsa.gov/perdiem/>). You must stick with a single method per trip, **either** per diem **or** actual receipts. Additionally, the per diem amount will be reduced per GSA standards to account for meals furnished at no additional cost to you (e.g. a conference dinner included in the registration fee, or a breakfast included in your hotel rate). ***Note: in H&SS, graduate students may not request per diem.**

To claim a per diem, fill in the date(s) on this chart and check off reimbursable meals for each day.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	ADD DAYS AS NEEDED			
DATE									
BREAKFAST									
LUNCH									
DINNER									

LODGING _____

SIGNATURE

To the best of my knowledge, this request complies with the University Business and Travel Expense Policy. The expenses are actual costs with a valid professional purpose and do not include any personal expenses.

Signature Date