

PRE-TRIP REIMBURSEMENT TRACKER

Travel Pre-payments								Reimbursement Info				
Traveler	Type (PER, TTR, TA)	ER # or date	Destination	Travel Start Date	Travel End Date	Amount	Days Outstanding (calculated)	Reimb Submitted	ER#	Submission Date	Trip Delay Info	Revised Travel Date
Mouse, Mickey	PER	ER123456	Las Vegas, NV	12/26/2010	12/31/2010	259.00	46				postponed until February	2/14/2011
Duck, Donald	TTR	12/1/2010	Las Vegas, NV	12/26/2010	1/21/2011			Yes	ER12349	2/11/2011		
Pooh, Winnie	TA	12/19/2010	Orlando, FL	1/20/2010	1/26/2011		20					
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TYPE: PER: Pre-trip expense reimbursement; **TTR:** Transportation Ticket Request (tix billed directly to CMU); **TA:** Travel Advance