

Travel & Business Reimbursement Form - Physics & Astronomy/ Geology & Environmental Science

Name: _____

Dates of Travel or Purchase: _____

Purpose of Travel or Purchase: _____

Location of Travel: _____

Account Name or Number (Advisor must complete): _____

Receipt Descriptions:

No.	Date of Receipt	Company	Description	Amount (USD)	Other Currency
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Are you claiming per diem?

Yes
No

Location	Number of Days	Amount Per Day

Are you claiming mileage?

Yes
No

Start Location	End Location

NOTES:

REMINDERS:

1. **Food:** if itemizing food instead of Per Diem, original **itemized** receipt required; alcohol not allowed on sponsored project accounts; if paying for guest meals include full name & affiliation
2. **Travel Advance:** must be reconciled 10 days after your return
3. **Meetings (Internal):** attach list of participants

Advisor Approval: _____

Date: _____