



Travel Expense Reimbursement Request

Requestor Name: _____ Date to Front Office: _____
Speedtype: _____

**** Email form & receipts to your Account Tech ****
Please include itemized receipts (must clearly state what was purchased)

Traveler Name: _____ CU Employee? Y N

If "No" please provide Payee Address:

Payee's Email: _____

Destination: _____ Travel Dates: _____ to _____

Personal Days? Y N If Yes, which dates: _____

Supervisor/PI Approval: _____

Business Purpose – please explain **how** this trip benefits official University business:

<u>Expenses to reimburse:</u>	<u>Total Amount</u>	<u>Travel Card used?</u>
Y N Airfare*	\$ _____	Not allowable ☹

** Internet airfare **REQUIRES** comparison quote from Concur/Christopherson for same dates of travel.
Airfare purchased **MUST** be less than or equal to quote in order to be reimbursed.
If personal travel was included, two travel quotes are required.*

Y N Lodging	\$ _____	Y N
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Y N Registration fees (N if on PCARD)	\$ _____	Y N
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Y N Ground Transportation	\$ _____	Y N
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Y N Parking	\$ _____	Y N
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Y N Per Diem If Yes, please indicate which dates and if any meals were provided.		
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Y N Mileage	Beginning address _____
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Y N Round trip?	Ending Address _____
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Y N Other Expenses	\$ _____
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Explain: _____