Request for Reimbursement of Professional Travel Expenses

Requestor’s Name: ______________________ Department: ______________________

Title of Organization or Conference (to be) Attended: ______________________

Dates: From ___________ to ___________ Location: ______________________

Type of Meeting: National (or, if applicable, International) ______________________
                 State (or, if applicable, immediate region) ______________________

Means of Travel: Drove own car ____ College Vehicle ____ Shared ride ____
                 Mileage ______________________
                 If by commercial travel, airfare or ticket cost $__________ Supersaver rate? Y or N

Number of Nights in Hotel/Motel ______________________

Level of Participation: Attend sessions ________ chair/moderate __________
                       Interview candidates for an announced faculty position __________

Focus of session or seminar ______________________

Read a paper ________ Title of paper ______________________

If you were (or will be) absent from any of your classes, what arrangements did (or will) you make? ______________________

Acknowledgment of Travel Plans:

________________________________________ Date
Signature of Department Chair

________________________________________ Date
Signature of Division Coordinator

Approval for Reimbursement:

________________________________________ Date
Signature of Vice President for Academic Affairs

Please attach receipts for travel, meals, lodging, registration fees, and any other expenses incurred. Use either the form on the reverse side or an equivalent method to report and tally your actual expenses. A check to cover transportation expenses (commercial fare or mileage), minus any advance you received, and appropriate number and rate of per diem(s) will be issued to you within two weeks of the date on which the completed form and accompanying receipts are submitted.
Hold Ctrl key and Click on this link to print off the expense form with the accurate reimbursement rate:

http://fates.cns.muskingum.edu/home/business/downloads/expenseform.xls