



Travel Reimbursement Form

(Please submit the completed form to Michaela Crumpler (michaela.crumpler@ttu.edu) via email.)

Name: _____ Vacation Days (If applicable): _____ to _____

Departure Date: _____ Departure Time: _____ Return Date: _____ Return Time: _____

Origination City/State or Country _____ Destination City/State or Country _____

Comments

--

Was an advance received? _____

	Receipt Amounts	Account # (if different from information provided on travel application).
Airfare		
Hotel*		
Parking		
Meals**		
Rental Car		
Taxi/Uber		
Luggage Fee		
Rental Car Fuel		
Other		

	Breakfast	Lunch	Dinner
Date	Check meals that need reimbursement.		

Personal Mileage:

- Starting Address: _____
- Ending Address: _____
- Additional Stops
 - o Stop 1: _____
 - o Stop 2: _____
 - o Stop 3: _____
 - o Stop 4: _____

Hotel Room # (Students Only): _____ Hotel Roommates (if applicable): _____

*If attending conference and staying at the conference hotel, you must provide proof that the conference is held at that location.

****Students must provide itemized meal receipts.** Receipt must provide description of item purchased and cannot state only "food" or "drink."