

Travel Itinerary Reimbursement Form

Questions: contact Amy Scott at ascott2@illinois.edu

Please fully complete this form, enclose **ORIGINAL RECEIPTS** and submit to:

Temple Buell Hall Business Services Center 105 TBH, MC-619

You will be notified when your Expense Report is ready for submission in TEM

For complete policy on Employee Business Travel go to: <http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=930377>

<p>Name: _____</p> <p>UIN: _____</p> <p>Email: _____</p> <p>UIUC Status: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Student-Employee</p> <p style="text-align: center;">Required Account Information</p> <p>CFOP: _____ Amount: % or \$</p> <p>(1) _____</p> <p>(2) _____</p>	<p>Purpose: Please provide a detailed reason for expense and benefit to the University</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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*Dates <small>Include departure and return times for per diem</small>	Departed From/Arrive at	Mileage <small>Current Mileage Rate:</small>	Commercial Plane/Bus/Rail <small>If paid by you</small>	Rental Car Gas/Fuel	Parking/Tolls	Taxi	Lodging <small>*Conference Hotel? Yes or No</small>	**Per Diem <small>✓Meals provided or not requested</small>	Other/Misc/Notes <small>Use this area for items which do not fit into one of the other categories</small>
<i>Example 2/15/12 8am / 1:30pm</i>	<i>Urbana/Boston</i>	Mileage: 100 Estimated Total: \$54.00	\$ 279.42	\$ 0.00	\$ 0.00	\$ 23.00	\$ 169.36 ✓ Y or N	✓ L D	*Breakfast provided at conference
		Mileage: Estimated Total:	\$	\$	\$	\$	\$ Y or N	B L D	
		Mileage: Estimated Total:	\$	\$	\$	\$	\$ Y or N	B L D	
		Mileage: Estimated Total:	\$	\$	\$	\$	\$ Y or N	B L D	
		Mileage: Estimated Total:	\$	\$	\$	\$	\$ Y or N	B L D	
		Mileage: Estimated Total:	\$	\$	\$	\$	\$ Y or N	B L D	
		Mileage: Estimated Total:	\$	\$	\$	\$	If conference hotel, Payables requires printed documentation.	B L D	

Other details or further explanation:

<p>*Please provide proof that venue was a Conference Hotel</p> <p>**Per Diem will be calculated based off of dates and times provided including any meal deductions, unless otherwise stated.</p>	<p>PI/Faculty Approval:</p>
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