



# REIMBURSEMENT REQUEST

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Date of Request:** \_\_\_\_\_  
**Event/Purpose:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Start Date of Event:** \_\_\_\_\_ **End Date of Event:** \_\_\_\_\_

**Maximum meal and tip allowance is \$60 per day.**

\_\_\_\_\_ Days x \$60.00 = \_\_\_\_\_

	Date	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Day 1:							
Day 2:							
Day 3:							
Day 4:							
Day 5:							
Day 6:							
Day 7:							
Day 8:							
Day 9:							
Day 10:							
<b>Totals</b>							
						<b>Advance:</b>	
						<small>taken from above</small>	
						<b>Balance:</b>	

Yes No

**Did you use a personal vehicle?** \_\_\_\_\_ **Make and model of vehicle:** \_\_\_\_\_  
**Odometer reading at start of trip:** \_\_\_\_\_ **Odometer reading at end of trip:** \_\_\_\_\_  
**Total Miles:** \_\_\_\_\_

**I hereby certify that the above is true and correct.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_