

STUDENT TRAVEL REIMBURSEMENT FORM

Read carefully before filling out this form: The rules and regulations regarding reimbursement for travel are governed by the University of Toledo Policy and Procedures travel policy #01-015. Original receipts (not VISA, Master Card receipts, or checks) must be attached for all items more than \$1.00. Sales tax, gratuity (over 20%), and alcoholic beverages are not reimbursable items. The Treasurer must fill out a separate travel expense form for each student requesting reimbursement. The total amount for all traveling must not exceed the amount agreed upon by the Office of Student Life HSC and the sponsoring organization. **The reimbursement for must be submitted no later than 10 business days after the last day of the conference.**

Name of person to be reimbursed _____ Class Year _____

Address (to send the check) _____

Student Organization travelling for _____

Telephone Number _____ Date(s) of conference _____

Title of the conference attended (attach copy of agenda) _____

Location of Conference _____ Date Submitted _____

Departure from Toledo: Date _____ Time _____

Return to Toledo: Date _____ Time _____

EXPENSES INCURRED

Registration Expense \$ _____

Hotel Expenses (original itemized receipt(s) must be included)

List dates you stayed in hotel: From _____ To _____

Names of others in the room _____

Total room and tax amount _____ = \$ _____

Transportation

Air Fare: From _____ To _____ \$ _____

Automobile: Round trip mileage from Toledo to _____ was _____ miles

Taxi/Subway/Bus Fare (must have original receipts)

Names of others in taxi _____ = \$ _____

Parking/Tolls (must have original receipts) _____ = \$ _____

Meals (original receipts, must not exceed \$30 per day or IRS amount on web per Diem) \$ _____

Miscellaneous Expenses \$ _____

Explain: _____

Subtotal \$ _____

Do not fill out below this line—OSL use only

Number of miles (from above) _____ X current mileage rate \$ _____ = \$ _____

Subtotal _____ = \$ _____

Total Reimbursement _____ = \$ _____

Approved by: _____
Director or Activities Coordinator Office of Student Life

Date Approved _____