

## Request for Reimbursement

### Instructions

1. Fill in Name and Home Address.
2. Fill in Destination (i.e. city & state), Dates of Travel (mm/dd/yyyy), Purpose (name of conference or training).
3. Fill in Total expenses already paid. If no expenses have been paid for this trip, skip step 4.
4. Enter all receipts by date of expense. All expenses incurred on the same day should be included on a single line.
5. Provide a description for ALL Misc. Expenses.
6. Email your completed form to Julia (j.flanders@neu.edu) and submit original receipts.

### Tips & Tricks

- DO NOT fill out the tabs labeled "For Dean's Office Use ONLY"
- List your hotel as a single expense on the day you check out.
- Expenses from a single day should all be entered on the same line.
- Don't add rows or columns (this form was constructed with love and care and you should accept it for what it is).
- Submit your receipts in chronological order.
- When entering Mileage, put in the number of miles traveled. This form will calculate the cost for you based on the University's mileage reimbursement rate.

Today's Date:	11/21/13
* Name:	
* Street Address:	
* City & State:	
* Zip Code:	
<b>Travel Details</b>	
* Destination:	
* Dates of Travel:	
* Purpose/ Name of Conference:	

Expenses (previously reimbursed amounts should **not** be included below)

Date*	Airfare & Baggage Fees	Breakfast	Lunch	Dinner	Taxis & Misc.	Bus	Train	Mileage (\$0.5650/mile)	Registration	Hotel	Auto Rental	Daily Totals
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Total</b>
												\$0.00

Description of Misc. Expenses