# COLLEGE OF EDUCATION TRAVEL REIMBURSEMENT

**EFFECTIVE JANUARY 1, 2006 ANY REIMBURSEMENT NOT COMPLETED WITHIN 60 DAYS WILL BE REPORTED AS TAXABLE INCOME**

All receipts must be original – if you do not have originals – please give explanation (lost, did not get receipt, etc.)

**Please indicate:** ☐ Foreign National ☐ U of I Employee ☐ Non-Employee

UIN: _____ *Required*

NAME: _____ *Required* DATE: _____ *Required*

**Travel Dates and Times:** Date Departed: _____ Time Departed: _____ ☐AM ☐PM

Date Returned: _____ Time Returned: _____ ☐AM ☐PM

☐ Per Diem

☐ Meals Provided (day/meal)**:**_____

**Mark and indicate amount for the following:**

☐ Hotel**:** _____ Paid by T-Card ☐Yes ☐No Conference Hotel ☐Yes ☐No

☐ Parking**:** _____

☐ Registration**:** _____

☐ Miscellaneous (Describe): _____

**Miscellaneous Receipts:** Example: meals, taxi, shuttle airport parking fees, toll charges, bridge fees, storage, baggage handling other tips. Include meal receipts only if not claiming per diem.

☐ Method of Transportation

- ☐ Air**:** _____ Paid by T-Card ☐ Yes ☐ No
- ☐ Rail**:** _____ Paid by T-Card ☐ Yes ☐ No
- ☐ Personal Auto: If claiming Mileage indicate how many miles were traveled round trip:_____
- ☐ University Vehicle / Rental Car:_____

Destination: _____

Purpose of Travel: _____

Conference Name (*If applicable)*: _____

Please do not use acronyms

Charge To: _____

Signature: _____ Date: _____

**The following receipts/forms/brochure must be included:**

- **Hotel Bill:** Submit receipt marked **PAID//ZERO BALANCE** by hotel; or if not marked, attach your charge receipt or cancelled check.
- **Conference Brochure:** is needed for proof of conference hotel and dates the conference was held.
- **Rental Car Receipt:** Submit the receipt for rental car – University does not reimburse for insurance.
  - **NOTE:** University does not reimburse for insurance, rental should be approved in advance by department – if not, please give justification for rental.

Rev 4/3/2014