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.)

	Foreign National	UIN:		
	U of I Employee			
	Non-Employee	EnterpriseID:		
NAME:		DATE:	Required	
	Required		Required	
Fravel Dates and Times: Date Departed:		Time Departed:	A	M PM
	Date Returned:	Time Returned:	A	M PM
Per Diem				
□ Meals Provided (day/r	neal):			
Mark and indicate amo	unt for the following	:		
□ Hotel:		Paid by T-Card \Box Yes \Box No	Conference Hote	el □Yes □No
□ Parking:				
Registration:				
□ Miscellaneous (Descri	be):			
□ Method of Transportati		Paid by T-Card \Box Ye	s 🗆 No	
□ Air: □ Rail:				
		indicate how many miles were trav		
		indicate now many miles were tra	_	
2				
Conference Name (If app	licable):			
		Please do not use acronyms		
Charge To:				
Charge To: Signature:				
		Date:		

- **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.