



### TRAVEL REIMBURSEMENT REQUEST COMPUTER SCIENCE DEPARTMENT

Date:	UIN #:						
Payee's Name:	Office extension:						
Payee's complete mailing address:							
Number and Street:							
City, State:			Zip Code:				
Did you charge the university on an air travel requisition? (write down amount)			Were you granted a travel advance: (write down amount)				
Method of Travel (choose one):     Personal car _____ Plane _____ Train _____ Rental Car (attach letter of explanation) _____							
Attach paid receipts for all expenses							
Date	Departed from/ Arrived at Place     Time	Auto Miles @.365	Transpor- -tation	Lodging	Meals or Per Diem	Miscellaneous Expenses – Registration Fees, etc. (Description, Amount)	For Office Use
FOR OFFICE USE							
Account Name:					Account Number:		
Destination and Purpose of Travel:							