

UMSA

TRAVEL & ENTERTAINMENT EXPENSE REIMBURSEMENT REQUEST

Dept: _____ Division #: _____ NAME: _____

Date	Travel departure point & destination, place of entertainment or description of other allowable expenses	Purpose of travel name & title of persons entertained and business reason	Personal Auto Mileage	Lodging	Per Diem or Meals	Other Allowable Expenses	#
		B: L: D:					
		B: L: D:					
		B: L: D:					
		B: L: D:					
		B: L: D:					

PLEASE ATTACH ORIGINAL RECEIPTS FOR ALL EXPENSES	Total Miles					
	0.55					

I hereby certify that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties, and that this claim is true and correct.

SUBTOTALS:	\$ -	\$ -	\$ -	\$ -
TOTAL REIMBURSEMENT REQUESTED	\$ -			

REIMBURSEE SIGNATURE

DATE

DEPARTMENT APPROVAL

DEAN'S APPROVAL