

College of Music & Dramatic Arts Travel Reimbursement Request Form

Minimum requirements are highlighted in Red.

AS292 - Request for Authorization to Travel, should be turned in prior to travel to claim reimbursement.

ALL RECEIPTS MUST BE ATTACHED AND SUBMITTED WITH THIS FORM, EXCEPT THOSE REQUIRED FOR LACARTE CHARGES.

Receipts for LaCarte should be submitted with the LaCarte Entry Log when charges are due.

Traveler:		Date Submitted:	
Destination:			
Departure Date:		Return Date:	
Time of Departure:	AM / PM	Time of Return:	AM / PM

EXPENSES PAID ON LACARTE OR CBA (Do not include receipts)

Registration	Airfare	Luggage Fee	\$ L U S R U W	Boating	Rental Car	Miscellaneous
\$	\$	\$	\$	\$	\$	\$
Entry #	Entry #	Entry #	Entry #	Entry #	Entry #	Entry #

Please list below all miscellaneous expenses:

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EXPENSE RECEIPTS (List expenses NOT paid on LaCarte)

Registration Fees	Airfare (not paid by CBA)	Luggage Fee	\$ L U S R U W
\$	\$	\$	\$
Mileage*	Lodging	Are Meal Per Diems being claimed?	Rental Car
\$	\$	Yes No	\$

Were any meals paid for or provided by the hosting organization/conference/hotel? Yes No

<input type="checkbox"/> <input type="checkbox"/>

	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>