

**EMPLOYEE REIMBURSEMENT REQUEST**

NAME: \_\_\_\_\_

UIN (purple-blue colored numbers on your ID card): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\*\*\*\*\* **NON-TRAVEL REIMBURSEMENT** \*\*\*\*\*

EXPENSE DETAIL (for meals, we must know the *names* of everyone being covered)

\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT TO CHARGE: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* **TRAVEL REIMBURSEMENT** \*\*\*\*\*

Departure, if not from Champaign-Urbana (City, State or City, Country) : \_\_\_\_\_

Destination (Cite, State or Country) : \_\_\_\_\_

Reason for Travel: **(GIVE DETAILS:** name of conference attended; what University was it held at: (( Attended Math Olympics 2009 held at Penn State)) , Or, name of person you collaborated with if this is research related: (( Research collaboration with Bob Jones at Washington Univ. related to grant)) We need SPECIFIC DETAILS:

\_\_\_\_\_  
\_\_\_\_\_

Travel Expense details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you like AUTO MILEAGE? YES NO

Did you receive a Travel Advance? YES NO

Did MATH purchase the AIR TICKET? YES NO

Would you like PER DIEM? YES NO

DATE TRIP BEGAN: \_\_\_\_\_ Time: \_\_\_\_\_

DATE TRIP ENDED: \_\_\_\_\_ Time: \_\_\_\_\_

For International travel: Date and Time for each relocation within your trip is needed, especially if you are crossing Countries. This is needed for per diem calculations. Please write additional dates and times on the back.

ACCOUNT TO CHARGE: \_\_\_\_\_

\_\_\_\_\_