

Travel Expenses

Reset/Start Form

For detailed instructions on filling out this form, see UW Travel Information.

Put all receipts in a folder and place the folder in Mike Grenie's mailbox (#147).

Your Name:

Your eMail:

Your Social Security #:

Funding:

(Faculty, Student (TA, RA, Fellow), Staff) **Are you** _____, _____

Citizenship? US, Other: _____, Visa Type: (see note) _____

Dates of Travel:

Depart: Date _____, Time you left home: _____;

Return: Date _____, Time you arrived home: _____;

Reasons for Travel: (If conference, a brochure is required; if visiting, with whom and on what research subject?)



Lodging Expenses

(attach **original and itemized** receipts! **copies, faxes, and credit card statements are not acceptable!**
explain any unusual charges/credits.)

Lodging Type: _____ Cost: \$

Lodging was paid for by _____ If other, please explain:

Did you share a room? If yes, with whom?

Meal Expenses

Are you claiming per diem? (only if meals were not included in lodging or conference expenses.)

Meal Which dates?

Breakfast?

Lunch?

Dinner?

Transportation Expenses

Transportation Receipt: (the passenger receipt of the ticket **MUST ALWAYS** be attached! Itineraries and boarding passes are **NOT** acceptable!)

Air Travel? (attach original passenger receipt)

Air ticket was paid for by _____

What will you provide?

Car Travel? Select type of car _____

If you used a personal car, please enter the total miles driven: _____ miles.

If you used a rental car, please provide receipts and state the reasons for renting a car:



Train Travel: (Please provide receipts or credit card statements!)

Bus Travel:

Inner-City Bus (like Madison Metro—no receipt required), or

Other (bus that travels between *different* cities, like Van Galder) **Receipt required in this case!**

Train ticket was paid for by _____

Miscellaneous Expenses

(Parking, Taxi, Registration Fees, etc.)

Registration Fee: \$ (see below!)

Taxi: \$ (Receipt needed for more than \$25)

Parking: \$

About the registration fee (if applicable): what was included in the fee?

Room included?

Breakfast included?

Meals included?

[Click Here to print form](#)