

Textile Engineering, Chemistry and Science
Trip Report and Request for Travel Reimbursement

Traveler's Name _____

**Purpose of Trip
and Description**

Activities performed during trip (Presentation, Chair of a Session, Poster, etc)

What did you learn as a result of this trip?

Reimbursement Worksheet

Destination _____
Date Left _____ **Time Left** _____
Date Returned _____ **Time Returned** _____

Advanced Reimbursements

	Amount	Voucher #
Airfare Expense		
Registration Fee		

Reimbursements

Date:					
Transportation		Meals		Other Expenses	
Mode	Amount	Type	Y/N	Type	Amount
Air		Y = claiming, N = provided		Conference Fee	
Personal Car Miles = _____		Breakfast		Internet	
Ground Trans Taxi / Shuttle / Bus / Subway / Etc		Lunch			
Parking		Dinner		Lodging	

Date:					
Transportation		Meals		Other Expenses	
Mode	Amount	Type	Y/N	Type	Amount
Air		Y = claiming, N = provided		Conference Fee	
Personal Car Miles = _____		Breakfast		Internet	
Ground Trans Taxi / Shuttle / Bus / Subway / Etc		Lunch			
Parking		Dinner		Lodging	

Date:					
Transportation		Meals		Other Expenses	
Mode	Amount	Type	Y/N	Type	Amount
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Personal Car Miles = _____		Breakfast		Internet	
Ground Trans Taxi / Shuttle / Bus / Subway / Etc		Lunch			
Parking		Dinner		Lodging	

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Ground Trans Taxi / Shuttle / Bus / Subway / Etc		Lunch			
Parking		Dinner		Lodging	

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