

## A&S TRAVEL REIMBURSEMENT REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Travel Dates \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Approved Budget: \_\_\_\_\_

Funding Source: \_\_\_\_\_

License Plate # (if requesting mileage for personal vehicle): \_\_\_\_\_

Per-Diem: Yes      No      (If yes please provide the dates in the chart below). Also refer to the information on the back of this form.

**Itemize all expenses for requested reimbursement below. Attach all associated hardcopy receipts. Email your electronic receipts or mark if WyoCloud contains an electronic receipt (if you uploaded them into WyoCloud).**

| Date                               | WyoCloud receipt <input type="checkbox"/> | Activity/Expense Description<br>(Please be detailed) | Cost US\$ |
|------------------------------------|---|--|-----------|
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| <b>TOTAL REIMBURSEMENT CLAIMED</b> |   |  | <b>\$</b> |

PER DIEM CONFERENCE:

- If the per-diem request is for conference travel please indicate the dates you are requesting per-diem for. Also include a note next to those days which meals were provided on that day by the conference. We will also need a copy of the conference agenda/itinerary (email is easiest) that shows those meals being provided.
- If there were no meals provided we still need the conference agenda/itinerary (email is easiest). If there is no conference agenda/itinerary available to be downloaded-please provide a brief statement to that effect (email or hardcopy). You, the traveler, and the dept. head will sign this. I just need your signature for you to turn it in. I will get the dept. heads signature.
- If meals were provided but you chose not to partake, those days can't be counted towards per-diem. So please indicate that next to those days in the above table.