

MATH DEPARTMENT TRAVEL REIMBURSEMENT CHECKLIST

(Mail to BCS Student Workers, Unit 3042 with original receipts.)

Name:

Event Name:

Event Dates (dates of conference):

Date & time of departure (from home or office):

Date & time of return (to home or office):

What expenses are we reimbursing?:

Items direct paid via Sanditz:

Does the KFS account # used for Sanditz need to be reimbursed due to an AAUP/UCRF award? Please provide details:

- UCRF/AAUP/Grad travel award printed out
- Boarding passes & airline receipt showing paid and method of payment. If
- Original hotel receipt showing paid and method of payment. Priceline and Expedia generally are not accepted. You must get receipt from hotel.
- Original registration receipt showing paid and form of payment.
- Original car rental, taxi, train, bus, tolls and other transportation receipts showing paid and method of payment (car rentals must be booked through state contracted Enterprise at Sanditz to guarantee full reimbursement).
- Was travel advance requested - check received? Yes No
- If meals are provided, please indicate below:
Date ____ Breakfast Lunch Dinner
Date ____ Breakfast Lunch Dinner
Date ____ Breakfast Lunch Dinner
Date ____ Breakfast Lunch Dinner

If claiming mileage, to what destination?

Did you leave from your home or from your office Did you return to your home or to your office . Provide home town if left from home _____

AND provide commuting mileage to department _____

For Grants: Please complete page 2.

KFS Account to be charged:

