GUESTS & STUDENTS
TRAVEL REIMBURSEMENT FORM

Side 1/2

ALL INFORMATION MUST BE COMPLETED FOR REIMBURSEMENT

Name _____

Street Address _____

City/State/Zip/Country _____

Country of citizenship _____

Status (Non US Citizen please select one) ☐ Resident Alien ☐ Permanent Resident ☐ Non-Resident

Phone number _____

Email _____

Advisor or person sponsoring your visit _____

Business purpose of travel _____

Dates of travel _____

Destination (City, State, Country) _____

U of M Faculty Sponsor Signature and ShortCode Required for Reimbursement
Or See Email Approval Attached
Faculty Signature: _____ ShortCode: _____

*PLEASE WRITE AMOUNTS IN CURRENCY SHOWN ON RECEIPT (AND INDICATE CURRENCY TYPE). IF FOREIGN CURRENCY USED, DO NOT CONVERT TO US $.

Lodging & Airfare: Receipts Required (Indicate amount requested)

☐ Airfare $_____ (receipt with: itinerary, date of purchase, method of payment & amount required)

☐ Lodging $_____ (itemized receipt with: date of purchase, method of payment & amount required)

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FOR INTERNAL USE ONLY: Voucher: _____

Vendor ID _____ Title: _____

Requested Info _____ ShortCode: _____

Ground Transportation: Itemized receipt required for all non-taxi transportation & any fares over $75.00 (one way).

Type: (Select all that apply) ☐ Taxi ☐ Bus ☐ Train ☐ Rental Car

Amount: $_____ (itemize & explain on back: amounts each way, name, dates)

Other:

Type: (Select all that apply) ☐ Registration Fee ☐ Parking ☐ Gas ☐ Baggage Fees ☐ Other

Amount: $_____ (Itemize & explain below)

Personal Car Mileage From: _____ To: _____. Round trip? Yes No

Estimated # of total miles: _____ Current rate is 53.5 cents / mile (01/01/2017)

Did you receive a travel advance from UM? ☐ Yes ☐ No Amount $_____

Additional Information/Comments: