

# TRAVEL REIMBURSEMENT

## COVER SHEET

**PLEASE USE THIS FORM AS A CHECKLIST FOR ALL REQUIRED MATERIALS NEEDED TO PROCESS YOUR TRAVEL REIMBURSEMENT**

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Name Department

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Date and Time of Departure Date and Time of Return Destination

### PLEASE DESCRIBE THE NATURE OF YOUR TRIP

(Research, Conference information, dates of event attended)

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### PLEASE JUSTIFY HOW THIS PERTAINS TO YOUR GRANT (If Applicable)

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### REIMBURSEMENT CLAIMS:

**AIRFARE** Please include your original boarding passes, along with purchase confirmation that exhibits proof of payment

\$

**REGISTRATION** Please include the original receipt or purchase confirmation that exhibits proof of payment

\$

**LODGING** Please include a receipt that exhibits the nightly room rate and itemized charges.

\$

**CAR RENTAL**

**MILEAGE\***

\$

Home/departure Address

Address of destination

**MEALS** Please specify if you will be submitting a receipted meal claim or per diem

\$

Please list the city you would like to claim per diem from, and which meals may have been provided for you.

**OTHER** Please list any other expenses here or on the back of this sheet (train tickets, taxi, business purchases, etc.)

\$

### ADDITIONAL REQUIRED DOCUMENTATION:

**COPY OF AWARD OR FUNDING APPROVAL FROM DIRECTOR OR DEPARTMENT HEAD**

**SOURCE OF FUNDING**

Please specify if this reimbursement will come from your research account, an OVPR award, both, etc.

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KFS Number or Grant account number and name

**COPY OF FLYER, BROCHURE, OR MATERIALS FROM EVENT ATTENDED**

For additional help or clarifications on UConn travel policies, please visit:

[travel.uconn.edu](http://travel.uconn.edu)

\*As a reminder, reimbursements are not allowed for taxis, Lyft, or Uber rides for transportation to/from the airport. Please request a Bradley Parking Pass when you submit your Pre-Trip WebForm.

However:

You may claim reimbursement for mileage to/from the airport if the ride is longer than your typical commute to the Storrs campus (or your typical Duty Station) from your home.

**UConn**