



# ROBERT D. CLARK HONORS COLLEGE

## CHC Faculty Travel Reimbursement Worksheet

Please complete ALL APPLICABLE portions of this form. For questions, contact Lori Dugan at 346-2514.

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date submitted: \_\_\_\_\_

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

Business purpose of travel: \_\_\_\_\_

Were you attending a conference? YES or NO (If yes please submit the conference itinerary/brochure)

Conference title: \_\_\_\_\_

Conference fee paid by SELF or UO Reimbursement Requested \$ \_\_\_\_\_

Did the conference pay for any breakfast, lunches or dinner? YES or NO (If yes please explain on back)

Paper Title: \_\_\_\_\_

Other official, invited activity: \_\_\_\_\_

Appearance on program confirmed (documentation confirmation is required): YES or NO

**Itinerary:**

Date                      Time                      am/pm

Departure from:			
Arrival in:			
Return from:			
Arrival in:			

Are you taking per diem for meals? YES or NO for lodging? YES or NO (No receipt required for per diem)

How did you get to the airport?

\_\_\_ Drive and park at the airport (attach receipts)

\_\_\_ Cab/Train/Etc (attach receipts)

\_\_\_ Spouse dropped you off

Reimbursement requested \$ \_\_\_\_\_

How did you pay for you plane ticket? (please submit ticket stub/boarding pass) Airline: \_\_\_\_\_

\_\_\_ Travel Agency (they will invoice CHC)

\_\_\_ Personal Credit Card (attach proof of payment/itinerary for reimbursement)

Reimbursement requested \$ \_\_\_\_\_

Did you rent a car? YES or NO (please attach all related receipts)

(Rental cars must be economy size-if you rented a larger car, please explain on back)

Reimbursement Requested \$ \_\_\_\_\_

Did you take a cab, shuttle, train, etc.? YES or NO (please attach receipts and explain destinations on back)

Reimbursement Requested \$ \_\_\_\_\_

**NOTES:**

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**Other Allowable and Approved Travel Related Expenses:**

- Ground Travel (to and from airport); No receipt required if total under \$25
- Airport parking (receipt required)
- Conference Registration (receipt required)
- Personal Phone calls – limited to one call home every other day. Receipt required and must be a reasonable amount and length of time.

**Non Allowable Expense:**

- Incidental expenses such as laundry, cleaning and pressing of clothing, tips and gratuities (these have been figured into the meal per diem amounts).
- Travel expenses of spouse and/or family members.
- Deviations from the most direct and usually traveled route.
- Sightseeing expenses.

**Other reminders:**

- All travel reimbursement must have a copy of the conference brochure attached showing the agenda, dates of the conference and what was included in the conference (i.e. meals/banquets).
- Original receipts required. *Credit card receipts ARE NOT acceptable unless they are itemized.*

Per Diem Rates for meals and lodging vary, depending upon destination city and whether it is classified as a “high” or “low” cost city. See <http://www.ous.edu/cont-div/fasom/sec11/sec1104.php> for a list of the “high” cities.

Banquets or special meals served at conferences that are in excess of the per diem are an allowable expense. Documentation, such as the brochure or registration form, must be provided as well as receipt showing it was paid.

Lodging Allowance (See “High City” list for status) these amounts include taxes. Higher rates may be reimbursed if lodging is provided at a designation “conference hotel.” However, this *requires* a receipt naming the hotel as the conference hotel, or a conferences brochure stating this (along with hotel receipt).

**\*\*PLEASE REMEMBER TO SUBMIT YOUR TICKET STUB OR BOARDING PASS!\*\***