

Travel Reimbursement Form

Department of Political Science
420 David Kinley Hall
1407 W. Gregory Drive|M/C 713
Urbana, IL 61801

Name:	Date:
Email:	

Event Name:	
Event Type:	Workshop / Seminar / Conference
Event Location:	
Purpose of Travel:	<i>*Brief justification of travel in line with benefiting faculty, University, and grant (if applicable)</i>
Travel Start Date:	End Date:
Event program details are attached:	

**For International Travel Only*

LAS International Travel Request Form on file? Yes / No
Obtained International Insurance by University? Yes / No

Hotels and Lodging Expenses

**Include details of Hotel Receipt*

**Details of itemized hotel expenses per day - Conference hotels include supporting Web Link*

Hotel/Lodging:	\$	Conference Hotel	Yes / No
Conference Hotel Web Link:			

Transportation Expenses

Include all Supporting documents along with **payment receipts*

**Fill all that apply and include the Travel itinerary details travel by air, bus, train ticket*

Air Fare:	\$	Train:	\$	Bus:	\$
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**For Taxi Ride, Mention Destination trip from and to trip information. It must be Business-related.*

Taxi/Share rides:	\$	Trip From:	Trip To:
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**For rental, provide rental contract and payment details*

Rental:	\$	Start Date:	End Date:
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**For Mileage claims, faculty's use of their personal vehicle for travel providing Trip start and end address.*

Mileage Claim – Round Trip? Yes /No	
Trip Start From:	Trip End:

**Kindly submit the filled-out form with the attached original itemized receipts.*

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Per Diem

**Per diem are reimbursed per [U.S. Department of State Foreign Per Diem Rates website](#)*

Departure date:		Return date:	
Time:		Time:	
Meals Provided by event:			

Other travel-related expenses

**Include all Supporting documents with payment receipts*

Airport / Garage Parking:	\$	Dates From/To:
Conference registration:	\$	Dates From/To:
Miscellaneous expenses with justification:		

Funding Source Research/Grant:

Additional Comments or Information (If Any):