**Travel Reimbursement Request Form**

Print Form

Reset Form

The University of Texas at Tyler

**Employee: TA #:**

**ID: Dept.:**

**Departure**

**Date/Time:**

**Return**

**Date/Time:**

**Account** **Destination**

**Purpose of Travel:**

# Meals & Lodging

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Meals** | **Lodging** | **Daily Total for Meals & Lodging** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **(1) Total Meals and Lodging –** attach lodging receipts |  |

**Transportation Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type (airfare, auto,****bus, taxi)** | **Point-to-Point Itemization** | **Personal Car Mileage** | **Mileage Reimb. @** | **Fares Paid** | **Daily Total for Mileage****& Fares** |
| **From** | **To** |
| **56.5 cents** |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
|  |  |  |  | 0.00 |  | 0.00 |
| **(1) Total Transportation Costs –** attach fare receipts | 0.00 |

**Incidental Expenses**

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **(3) Total Incidental Expenses–** attach receipts |  |

**Total Reimbursement Requested $** 0.00

*Direct Billed Expenses (For Informational Purposes Only):*

Airfare $

Rental Car $

Other Direct Billed Items $

I certify that the expense account above is true, correct and unpaid.

Employee Signature Date

Approval Signature Date