# Travel Reimbursement Request Form

The University of Texas at Tyler

**Payee:** _____ **RTA #:** _____

**UT EID:** _____ **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 | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **(1) Total Transportation Costs –** attach fare receipts | | | | | | |

**Incidental Expenses**

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

**Total Reimbursement Requested** **$** _____

*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