UAB TRAINEE TRAVEL EXPENSE REPORT

(Trainee should complete one form per trip for all costs for which reimbursement is being requested. Trainee must <u>not</u> include airfare, registration fees, etc. paid by UAB directly to the vendor. To request reimbursement, UAB department should attach to a requisition payable to the trainee. See UAB Financial Affairs website for specific expenditure guidelines.)

Trainee Name Purpose of Trip		al Tax ID	
Date Event Begins	Date Event Ends _		
Points of Travel Arrive: Date Time Fr	romVia		_ Mode
Depart:DateTimeT MM/DD/YYYY H:MM am/	pm City, State Via	City,State	_ Mode PrivateCar, RentalCar,Plane, Train, Etc.
Transportation -Private Car Mileage (N <u>ot</u> rental car	rs): miles @ \$	per mi.(IRS rate	e) =\$
-Airfare/Trainfare (Coach class only	y. Attach ticket stub and pro	oof of payment.)	\$
-Rental Car (Including gasoline. Gi instead of public transportation. At		al car was used	\$
-Taxi/Van (Including tips. Detail. Attach original receipts for fares.)			\$
-Parking and tolls (Detail. Attach or		Transportation	\$ \$
\$\$\$\$\$\$\$\$\$\$	\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ Total Meals \$		
Trainee's Hotel Room (Basic sing \$ per night room ra			
Miscellaneous -Baggage Handling Tips (Receipts - - - - - -		\$ \$ \$ \$ \$	
Total Reimbursement Requested	I	\$	Total
Certification: I hereby request reimbur these expenses were incurred by me; the expenses are in compliance with UAB's beverages included in these expenses; been, nor will I be, reimbursed for this expenses.	Expenditure Guidelines for Train JAB has not previously paid for	d to my official UAB tra nee Travel; there are n	ninee travel; these o alcoholic

Signature Date

Revised 04/01/01

Signature of Trainee