

Cornell Travel Reimbursement Form

FOR HIRED ACADEMIC TEACHING STAFF: COMPLETE, KEEP A COPY, ATTACH RECEIPTS!

Return to: SML, G-14 Stimson Hall, Cornell, Ithaca, NY 14953 attn: C. Bogdanowicz

Name of Traveler

Net ID/Phone

Home Address
(Where check will be sent)

SS#

Destination:

Departure From HOME

Return To HOME

Meals Per Diem
(circle one)

Mileage (if applicable)

Account to Charge

Advance Taken Out (circle one)

Meals Incl in Registration
(List dates)

Prepaid Expenses (list)

Prepared By

Business Purpose:

Date

Yes No

Yes No

Notes: _____

I authorize this travel and the account provided above

Shoals Marine Laboratory Signature

- I have Internet Explorer 5.5, please process travel reimbursement using on-line travel system.
- I do not have Internet Explorer 5.5. I certify that these charges are accurate and that I am not claiming reimbursement from other sources for the expenses reported.

Traveler's Signature (required)