

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

LOCATION:

TRAVEL AUTHORIZATION #:

DEPARTURE: DATE

TIME

:

AM/PM

RETURN: DATE

TIME

:

AM/PM

REQUIRED DOCUMENTATION

The following documentation is required for all travel reimbursements.

- COPY OF TRAVEL APPROVED AUTHORIZATION FORM #**

All travel must be approved via a travel authorization form.

- COPY OF TRAVEL ADVANCE** (if applicable)

- COPY OF EVENT SCHEDULE/POSTER/PROGRAM**

Proof of the event and your participation. This can be an original program or a copy from the conference website.

- ALL ORIGINAL RECEIPTS.**

Receipts **MUST** be original, itemized, and show **PROOF OF PAYMENT**. e.g. A "zeroed-out" balance, shows charge to credit card on receipt.

- AIRFARE ONLY: BOARDING PASSES & RECEIPT**

If traveled by air, must include **original boarding passes** AND email receipt **showing charge to credit card**. Please note boarding passes and receipts are not necessary if they were charged directly to UConn Health through Sanditz.

- MILEAGE ONLY: GOOGLE DIRECTIONS**

If personal car was used, a print-out of Google Directions to reimburse mileage.

<input type="checkbox"/> DEPARTURE ADDRESS	Total Miles
<input type="checkbox"/> ARRIVAL ADDRESS	
<input type="checkbox"/> NORMAL COMMUTE MILEAGE	

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

- COPY OF EXCHANGE RATE FROM XE.COM** www.xe.com/currencytables/

This will be used to calculate your reimbursement for any receipts in foreign currency.