



TRAVEL REIMBURSEMENT COVER SHEET

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

EVENT LOCATION:

TRAVEL APPROVAL #:

FUNDING SOURCE(S):

DEPARTURE: DATE

TIME : AM/PM

RETURN: DATE

TIME : AM/PM

REQUIRED DOCUMENTATION

The following documentation is required for all travel reimbursements.

COPY OF AWARD/FUNDING LETTER

The email or letter of award that confirms funding for your travel.

COPY OF TRAVEL APPROVAL FORM OR TRAVEL APPROVAL #

For out-of-state and foreign travel only: a copy of the approved [Travel Approval Form](#) you should have submitted before your travel.

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 through Sanditz.

MILEAGE ONLY: GOOGLE DIRECTIONS

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

• DEPARTURE ADDRESS

• ARRIVAL ADDRESS

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

COPY OF EXCHANGE RATE FROM XE.COM

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