

REQUEST FOR TRAVEL REIMBURSEMENT

(Note: forms are due in Library Administration Office immediately following trip.)

NAME:

POSITION TITLE:

PERSON ID.:

WORK STATION:

TELEPHONE:

DEPT. HEAD APPROVAL: _____

DETAILED PURPOSE OF TRIP – MUST CITE BENEFIT TO UK.

(Do not abbreviate organizational names)

DATES

DEPARTED:

RETURNED:

TIMES

DEPARTED:

RETURNED:

DESTINATION (CITY & STATE)

- LIST ACTUAL EXPENSES BELOW.
- YOU MUST HAVE A RECEIPT FOR EXPENSES OVER \$10.00 FOR REIMBURSEMENT. EXCEPTION IS NO RECEIPTS ARE REQUIRED FOR MEALS.
- IF AIRFARE OR REGISTRATION FEE WAS PREPAID, LIST EXPENSE AMOUNT & NOTE IT WAS PRE-PAID.

CHECK ONE:

IN-STATE

OUT-OF-STATE

SUBSISTENCE (Compute using page 2 & list total amount here)

HOTEL*

AIRFARE (Check box if airfare was prepaid.) Prepaid:

PRIVATE AUTO MILEAGE (LIST # of Roundtrip miles) x =

REGISTRATION (Check box if reg. prepaid.) Prepaid:

PARKING & TOLLS

TAXI & SUBWAY

OTHER

TOTAL EXPENSE

IF NOT REQUESTING TOTAL EXPENSE REIMBURSEMENT, INDICATE THE "PAY ONLY" AMOUNT:

DEAN'S OFFICE APPROVAL (if required): _____ DATE: _____

AMOUNT APPROVED: _____

* Itemized hotel receipt required. Must list room charge, related taxes per night and indicate total amount paid. Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half of the room charge. If sharing a room, please note the name of the other person you shared the room with (this is required by Accounts Payable).

SUBSISTENCE – Please refer to the travel reimbursement subsistence link <http://www.uky.edu/Libraries/travsum.pdf> for chart & rates.

Subsistence payment for a meal requires the claimant to be in travel status for the entirety of the time frame established for that meal.

ESTABLISHED TIME FRAMES

BREAKFAST	LUNCH	DINNER
6:30 a.m.	11 a.m.	5 p.m.
through	through	through
9 a.m.	2 p.m.	9 p.m.

Subsistence cannot be claimed for meals included in registration fees. If the conference provided continental breakfast, lunch or dinner, do not include those meals in boxes below.

Date	
Breakfast	
Lunch	
Dinner	
Date	
Breakfast	
Lunch	
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Lunch	
Dinner	

TOTAL	
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