

Travel Reimbursement

Elon College, the College of Arts & Sciences

Please complete, print and sign this form for approved prepaid conference expenses or post conference reimbursement. Clearly label, number and attach original, legible receipts. Foreign currency transactions require bank statements and conversion rates.

Last Name:					First Name:				
CB		Extension		Dept.				Email	
Name of the Conference:									
Conference Location (city, state, and country if outside U.S.):									
Travel Dates:		Departure date			Return Date:				

EXPENSES (Attach receipts for cash & personal card transactions. PCard transactions need to be listed on a separate page & uploaded into WORKS. The Dean's office will confirm, reallocate & sign off.)

	Amount	Explanation if necessary
Transportation (air/train):		
Mileage:		Enter miles: Current Mileage Rate
Registration:		
Hotel:		
Meals:		
Parking:		
Other:		
TOTAL:		

Faculty/staff signature: Date: _____

Dean's Office Use Only

Total this request:		Account Number:	
Total prepaid:		Account Name:	
Amount Approved:		REIMBURSEMENT:	

Dean/Associate Dean Signature: Date: _____

Prepared by : _____