

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 for cash.

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 the Expense Form & uploaded into WORKS. The Dean's office will confirm, reallocate & sign off.) **List transactions to be reimbursed directly to you below.**

Reimbursable Expenses	Amount	Explanation if necessary
Transportation (air/train):		
Mileage:		Enter miles: Current Mileage Rate
Registration:		
Hotel:		
Meals:		
Parking:		
Other:		
TOTAL:		Only include expenses to be reimbursed to you here. Pcard expenses are to be listed on the expense form.

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 : _____

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Faculty Travel/Professional Development Expense Report

Number all receipts by item # and attach in chronological order with this form AND the completed Travel Reimbursement Form. This form should be page 2. Pcard receipts DO NOT need to be attached, but must be included in totals below

Faculty/Staff Name:		Airfare/Train	\$	
Department:		Mileage (dollar amount)	\$	
Name of Conference		Registration	\$	
		Hotel	\$	
Date Submitted:		Meals (all)	\$	
		Other (parking, Uber, etc.)	\$	

Item	Date	Amount	Currency	Brief Explanation of Charge	Pcard, Personal Card or Cash?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

PCard receipts should be uploaded & tax entered into WORKS prior to submission. Dean's staff will reallocate & sign off. Pcard transactions are listed here for record-keeping