



2026 TRAVEL REQUEST FOR REIMBURSEMENT

Accounting
2900 Campus Box
336-278-5260

If receipts total **\$150 or less**, please complete the [Online Petty Cash Reimbursement Form](#).
If receipts total **more than \$150**, type and print this form and mail to Accounting.
If using external grant funds use the [Grant Check Request Form](#)

Employee	First Name: <input type="text"/> Last Name: <input type="text"/> University ID#: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> Campus Box: <input type="text"/> Campus Extension: <input type="text"/>
Receive check by: <input type="checkbox"/> Pick up <input type="checkbox"/> Campus Box <input type="checkbox"/> Home Address	

Check one:

Request for reimbursement

Return travel advance

STATEMENT OF EXPENSES

Received Advance of

Expense Total

Amount Returned or

Amount Requested

Today's Date

ANSWER

**NOTE: One line per expense. Must attach all receipts for expenses listed. A MapQuest or Google Maps printout detailing miles traveled should be included with completed form.*

Travel Expenses	In order to justify reimbursement and to meet auditor requirements:	GRAND TOTAL
1) meals/food 2) hotel/lodging 3) gas 4) supplies 5) taxi fare 6) parking 7) airfare 8) tips 9) conference registration	1) Attach detailed lodging bills. 2) List each meal and amount for which reimbursement is due. 3) Attach ticket stub for transportation used other than your own car. If you use your own car, indicate mileage which is reimbursed at the rate of \$0.725 per mile. 4) Attach a copy of a MapQuest or Google Maps printout detailing miles traveled.	All expenses subject to audit. An explanation is required on unusual expenditures before reimbursement. Do not include alcoholic beverages. Suggestions for keeping cost down: 1) Room with an associate and split the costs. 2) Eat away from the hotel - use reasonable care in purchase of meals. 3) If traveling by car, travel with your associates and split the cost.

***NOTE: If splitting the cost between two different accounts, be certain the added totals equal the grand total.**

Amount from this account

$$\boxed{} - \boxed{} = \boxed{}$$

Account Description (ex: Media Services - Staff Development)

Budget Manager (printed name AND signature)

Additional signature if needed (printed name AND signature)

Amount from this account

$$\boxed{} - \boxed{} - \boxed{}$$

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