



Old Engineering Business Center

Travel Auth #:

E-Doc #:
(Office use Only)

TRAVEL REIMBURSEMENT FORM Please fill out COMPLETELY.

Name: _____ Emp ID #: _____

Destination: _____

Dates of Travel: _____ Conference Dates: _____

Business Purpose of Trip: _____

TRAVEL EXPENSES

Lodging:

Designated Lodging? Yes No

Sharing Room? Yes No

Roommate Names _____

Please send in scanned PDF versions or clear photos of your receipts to oebc-finance@engr.arizona.edu. You must send in itemized copies with the proof of payment.

Fill in the total for each applicable category.

Meal Per Diem: Yes No

Students must provide Faculty email approval for meal per diem.

Departure from Tucson:

Date _____ Time _____

Return to Tucson:

Date _____ Time _____

Mileage: Yes No

Miles or Odometer

Readings:

Additional Information: _____

Category	Additional Info	Category Total (USD)
Personal Vehicle	# of miles multiplied by 0.445	
Ground Transportation	Taxis, trains, busses, etc.	
Airfare	Include additional charges for luggage	
Meals	If taking per diem, leave total blank.	
Lodging	Fill in total for cost of room plus tax.	
Conference Registration	If not applicable, leave total blank.	
Miscellaneous	Meeting expenses, Wi-Fi connection, etc.	
Grand total		

AUTHORIZATION:

Date _____ Account Number _____ Faculty Signature _____

Date _____ Account Number _____ OEBC Bus Office Signature _____