

Request for Travel Reimbursement

TA Number: _____
If applicable

DA-130 (Authorization for Electronic Deposit) Completed?? Yes No

Report Name:

Traveler Name: _____
Last First

Dates of Travel: _____ to _____
MM DD YY MM DD YY

Destination: _____

Purpose of Trip:

- | | | | | |
|--------------------------------------|-------------------------------------|-----------------------------------------------------|-----------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Consulting | <input type="checkbox"/> Recruiting - Faculty/Staff | <input type="checkbox"/> Meeting | <input type="checkbox"/> Training |
| <input type="checkbox"/> Team Travel | <input type="checkbox"/> Site Visit | <input type="checkbox"/> Vicinity Travel | <input type="checkbox"/> Recruiting - Student | |
| <input type="checkbox"/> Other _____ | | | | |

Report Type: Travel

Report Date: System generated

Description of Trip: _____

Per Diem: Yes No

Meals provided by an external source (if a conference, please provide a conference agenda showing provided meals)

| Date | Breakfast | Lunch | Dinner |
|------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Suggested list of attachments: Please provide to travel delegate in PDF format, if possible

- Airfare (invoice from Sunflower Travel showing non-refundable ticket fee)
- Airfare quotes (if flights not booked through Sunflower Travel)
- Conference Registration Receipt (if applicable)
- Lodging Receipt (showing zero balance)
- Conference document showing conference hotel
- Baggage Fee Receipts
- Taxi/Bus/Shuttle Receipts
- Parking Receipts (if available)
- Toll Receipts (if available)
- Rental Car receipts
- Conference document showing provided meals (if applicable)
- Currency conversion (if applicable) (www.oanda.com)
- Exception against state policy (VP approval required)
- Bank or credit card statement showing charges (when receipt not available)

Travel Summary

| Date | Departure Time | Arrival Time | Mileage | | Lodging | | Other Expenses | | Receipt/ Documentation |
|------|----------------|--------------|---------|-------------|---------|--------|----------------|--------|---------------------------|
| | | | Miles | Destination | Name | Amount | Description | Amount | |
| | | | | | | | | | <input type="checkbox"/> |
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Additional comments: