

CSES TRAVEL REIMBURSEMENT

PERSONAL INFORMATION

Virginia Tech ID Number:

Fund Number & Activity Code:

Name:

Supervisor's Name:

TRIP INFORMATION: **(PLEASE USE AN EXTRA PIECE OF PAPER TO EXPLAIN IF NEEDED)**

Departure Date & Time:

Return Date & Time:

Did destination change from what you provided on the CSES TA form?
(if yes describe changes) Yes No

Did mode of transportation change from what you provided on the CSES TA form?
(if yes please describe changes) Yes No

Personal vehicle total mileage round trip:

Meals: (Were any meals included at hotel or at conferences): Yes No
If yes please explain which meals were included and on which days.

LODGING INFORMATION

I paid for lodging (include receipts. Hotel receipts must show balance of \$0.00)

Name of people/persons whose lodging you paid for:

Name of Hotel; City, State & Zipcode:

Someone else paid for lodging--Name of person who paid:

Other lodging accommodations —City/State:

Stayed at conference site Hotel—City/State:

MISCELLANEOUS

Select all that apply:

Registration Fees

Parking Fees (include receipts)

Baggage Fees (include receipts)

Tolls (include receipts)

Other purchases (supplies, parts, hotel phone/internet charges, etc....)

Explain:

NOTE:
Receipts are required for everything except MEALS. (This also includes non-reimbursable items. ie: airline tickets, conference registration or anything purchased for the trip with p-card, hokiemart...etc)