

## **Travel Reimbursement Cover Page Instructions**

Edit the table below as your cover page which will breakdown your costs and funding sources, add notes if applicable to explain shared or special accommodations. In the post-travel form, you will upload a PDF including this table page as the cover page and include all subsequent documentation in a single PDF. Please avoid using screenshots; they are not accepted by the travel office. For rideshare, include the destinations.

<b>Reimbursement Item</b>	<b>Cost</b>	<b>Comment</b>
Airfare	\$323.10	Receipt attached
Conference registration	\$110	Receipt attached
Lyft to airport	\$11.99	Receipt attached
Lodging <sup>a</sup>	\$500	Receipt attached
Meals <sup>b</sup>	\$36	

- a. If lodging was shared, please include how expenses were divided.
- b. Domestic meals are only reimbursed for those not provided by the conference. This must match the conference agenda. Meals are reimbursed \$6 for breakfast, \$11 for lunch, \$19 for dinner. For meals not provided by conference, receipts are not needed.

<b>Funding Source</b>	<b>Amount</b>	<b>Comment</b>
GPSC	\$500	
CASE	\$200	
PSYCHOLOGY	\$200	
FACULTY GRANT	\$300	

You must also include ALL receipts for your method of travel (e.g, airfare, car rental), conference registration, and proof of lodging regardless of availability of funding. You must also include the conference agenda.

If you shared lodging, include a memo stating with whom you stayed and how the expenses were split. If you did not pay for lodging, include a memo explaining your accommodations. Other expense receipts such as ride-share should only be included if you have funding available after the above expenses have been considered.