TRAVEL REIMBURSEMENT FORM

Name: Click or tap here to enter text.

Type of Travel (select one): Choose an item.
- You must register your international travel: https://iso.virginia.edu/faculty-staff-travel

Purpose of Trip (select one): Choose an item.

Travel Start Date: Click or tap to enter a date.   **Travel End Date:** Click or tap to enter a date.

Primary Destination: Click or tap here to enter text.

Funding Source(s): Click or tap here to enter text.

Mileage
- If you used your personal vehicle and are seeking reimbursement for mileage, provide your starting address, the address of your destination, and indicate if it was a round trip.

    - **Starting Address:** Click or tap here to enter text.

    - **Destination Address:** Click or tap here to enter text.

    - **Round Trip?** ☐ Yes   ☐ No

Meals
- If you are seeking reimbursement for meals, select one of the following:

    ☐ Per Diem
    ☐ Actual Receipts

NOTE: If you selected actual receipts, you must fill out a **meal reimbursement form** and provide **itemized receipts** for each meal.

Submission
- Send this completed form and all receipts to your department administrative coordinator within 30 days of your return.
- If submitted after 30 days, please provide a justification for why it is late:
  Click or tap here to enter text.

Policies
- https://uvapolicy.virginia.edu/policy/FIN-004
- https://uvapolicy.virginia.edu/policy/FIN-055