



# Post-Trip Travel Reimbursement

Complete all information & return to [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu) with originals of receipts.

Is this your first time traveling as a CSU Grad Student/Employee: \_\_\_\_\_

Traveler's Full Name: \_\_\_\_\_ Traveler's Group: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose and Justification: \_\_\_\_\_

\_\_\_\_\_

Account Number(s): \_\_\_\_\_ Indicate % if Split Funding: \_\_\_\_\_

Destination - From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

*If Multiple Destinations:*

Destination 2 - From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

## EXPENSES (reimbursable):

*Original receipts are required. Meal receipts must be itemized. Final check-out receipt required for lodging reimbursement. Put all meal receipts in one PDF and all other receipts in a separate PDF.*

Meals \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Mileage \_\_\_\_\_ miles

Parking \$ \_\_\_\_\_

Shuttle/Bus/Taxi \$ \_\_\_\_\_

Rental Car \$ \_\_\_\_\_

Other Expenses (itemize) \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Registration Fees \$ \_\_\_\_\_

## EXPENSES BY CSU:

Airfare Amount \$ \_\_\_\_\_ Travel Agency: \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ Was Registration Fee Paid by PCard (yes/no): \_\_\_\_\_

Return to [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu) once completed.