

## FSC Travel Reimbursement/Travel Card Reconciliation Request Form

Please submit **AFTER** travel is complete and attach **all itemized receipts** for each expense listed

Or check here if the receipt(s) has been uploaded to Concur

[PSC Procedural Statement for Travel](#)

Traveler Name: \_\_\_\_\_

CU Employee? YES NO

If **NO**, please provide email and mailing address for non-employee: \_\_\_\_\_

If **NO**, is Payee a US citizen? Yes No

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

Dates Traveled: Depart: \_\_\_\_\_ Return: \_\_\_\_\_ Destination: \_\_\_\_\_

Conference Name (no acronyms): \_\_\_\_\_

**Business Purpose – please explain how this relates to official University business:**

Full Per Diem? Yes  No

If **NO** please state days/meals or amount: \_\_\_\_\_

**Expenses:** Please indicate Yes or No if purchased using Travel Card

		Travel Card			Travel Card
Lodging	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Tolls	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
<a href="#">Rental Car (a)</a>	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Registration Fees	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
Rental Car Gas	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
Shuttle	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
Taxi	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
Bus	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>
Train	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Internet Airfare (b)	<input type="text"/>	
Parking	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/> O <input type="radio"/>	Mileage (c) .52/mile	<input type="text"/>	

Total Expenses: \_\_\_\_\_ Does not include per diem if stated above

Please allocate expenses to the following:

Speedtype \_\_\_\_\_ Amount \_\_\_\_\_

Speedtype \_\_\_\_\_ Amount \_\_\_\_\_

Speedtype \_\_\_\_\_ Amount \_\_\_\_\_

Maximum Reimbursement Amount: \_\_\_\_\_

Additional Comments:

Date to FSC: \_\_\_\_\_

Form completed by: \_\_\_\_\_

*(a) Rent from rental agencies as noted in Concur Travel and Expense and on PSC Website*

*(b) Airfare cannot be purchased on your travel card - must use personal credit card. Must attach a quote from Concur/CBT showing internet airfare was less expensive. Airfare quote must be obtained from Concur/CBT prior to purchasing internet airfare for same dates/time of airfare travel.*

*(c) Please indicate to/from address in the additional comments section*