

Chbe 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

Lodging	<input type="text"/>	Travel Card Y <input type="radio"/> N <input type="radio"/>	Tolls	<input type="text"/>	Travel Card Y <input type="radio"/> N <input type="radio"/>
Rental Car (a)	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Registration Fees	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>
Rental Car Gas	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>
Shuttle	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>
Taxi	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>
Bus	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Other	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>
Train	<input type="text"/>	Y <input type="radio"/> N <input type="radio"/>	Internet Airfare (b)	<input type="text"/>	
Parking	<input type="text"/>	Y <input type="radio"/> N <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: _____

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