

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