



Department of Earth Science

Reimbursement Requested Travel Travel Card used Travel Authorization submitted

Name: _____

Email: _____

Dates of Travel: _____

Destination City: _____

- Mileage requested: From: _____ To: _____
- Mileage requested: From: _____ To: _____
- **Per diem requested:** No Yes - List meals provided by conference/hotel:

Speedtype (required): _____

Itemized list of requested reimbursements (provide itemized receipt with proof of payment)

Date	Amount	From/Supplier	For	Receipt? Y/N
		Total amount requested (plus per diem and/or mileage to be added)		

Submit completed forms:

1. Email form with scanned receipts to EarthSciAcct@colorado.edu OR
2. Place in **Marilynn Bender's Inbox** located with staff mailboxes in Mailroom
Tape receipts smaller than 8.5" x 11" to a blank page – must be taped on all 4 sides for scanning.