



Reimbursements for Travel or Personal Expenses

Was this purchased on a travel card, out-of-pocket, or both?

Email: _____

CU Employee? Yes No (If no, please include if you are a US citizen/legal permanent resident and the address you would like your check mailed below.)

Justification: *(Be specific about how this travel or purchase benefits the University or sponsored project.)*

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If yes, which days were personal days? (Please include airfare comparison quote with receipts)

Faculty/PI:

Include airfare, ground transportation, lodging, rental car, rental car gas, parking, baggage fees, etc.

[illegible]

Date	Amount	From/Supplier	Detailed Justification	Receipt?	Payment		
				Y/N	Cash	TCard	PCard

Please add any additional notes as necessary:

Please include which days you are claiming
Per Diem for:
Date Breakfast Lunch Dinner