



Department of Mechanical Engineering

- Travel Reimbursement
- Reimbursement for out-of-pocket/  
personal expenses
- Travel Card used
- Travel Authorization signed by  
PI and Finance Manager  
(required for all travel)

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

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

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

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

Speedtype (Must match the ST on the signed TA): \_\_\_\_\_ Faculty/PI Name: \_\_\_\_\_

Itemized list of expenses (Itemized receipt REQUIRED with proof of payment):

Date	Amount	From/Supplier	Purpose	Receipt? Y/N	Travel Card Used Y/N
		<b>Total amount requested</b> (plus per diem and/or mileage to be added)			

- Submit completed forms:
1. Email form with scanned receipts to [MEexpense@colorado.edu](mailto:MEexpense@colorado.edu)
  2. or deliver to ME Finance dropbox