

# REQUEST FOR TRAVEL REIMBURSEMENT

(Note: forms are due in Library Administration Office immediately following trip.)

NAME:

POSITION TITLE:

PERSON ID.:

WORK STATION:

TELEPHONE:

DEPT. HEAD APPROVAL: \_\_\_\_\_

DETAILED PURPOSE OF TRIP – MUST CITE BENEFIT TO UK.

(Do not abbreviate organizational names)

DATES

DEPARTED:

RETURNED:

TIMES

DEPARTED:

RETURNED:

DESTINATION (CITY & STATE)

- LIST ACTUAL EXPENSES BELOW.
- YOU MUST HAVE A RECEIPT FOR EXPENSES OVER \$10.00 FOR REIMBURSEMENT. EXCEPTION IS NO RECEIPTS ARE REQUIRED FOR MEALS.
- IF AIRFARE OR REGISTRATION FEE WAS PREPAID, LIST EXPENSE AMOUNT & NOTE IT WAS PRE-PAID.

CHECK ONE:

IN-STATE

OUT-OF-STATE

SUBSISTENCE (Compute using page 2 & list total amount here)

HOTEL\*

AIRFARE (Check box if airfare was prepaid.) Prepaid:

PRIVATE AUTO MILEAGE (LIST # of Roundtrip miles)      x      =

REGISTRATION (Check box if reg. prepaid.) Prepaid:

PARKING & TOLLS

TAXI & SUBWAY

OTHER

TOTAL EXPENSE

IF NOT REQUESTING TOTAL EXPENSE REIMBURSEMENT, INDICATE THE "PAY ONLY" AMOUNT:

DEAN'S OFFICE APPROVAL (if required): \_\_\_\_\_ DATE: \_\_\_\_\_

AMOUNT APPROVED: \_\_\_\_\_

\* Itemized hotel receipt required. Must list room charge, related taxes per night and indicate total amount paid. Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half of the room charge. If sharing a room, please note the name of the other person you shared the room with (this is required by Accounts Payable).

**SUBSISTENCE – Please refer to the travel reimbursement subsistence link <http://www.uky.edu/Libraries/travsum.pdf> for chart & rates.**

**Subsistence payment for a meal requires the claimant to be in travel status for the entirety of the time frame established for that meal.**

**ESTABLISHED TIME FRAMES**

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
6:30 a.m.	11 a.m.	5 p.m.
through	through	through
9 a.m.	2 p.m.	9 p.m.

**Subsistence cannot be claimed for meals included in registration fees. If the conference provided continental breakfast, lunch or dinner, do not include those meals in boxes below.**

<b>Date</b>	
Breakfast	
Lunch	
Dinner	
<b>Date</b>	
Breakfast	
Lunch	
Dinner	
<b>Date</b>	
Breakfast	
Lunch	
Dinner	
<b>Date</b>	
Breakfast	
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Dinner	
<b>Date</b>	
Breakfast	
Lunch	
Dinner	
<b>Date</b>	
Breakfast	
Lunch	
Dinner	

<b>TOTAL</b>	
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