

Travel Memo – for student travel reimbursement

The University has an additional step when it comes to travel reimbursements.

Please have each individual receiving travel reimbursement fill this form out save as PDF (combined with the receipts) and submit with the following information:

*** Name of traveler(s):**

*** Dates of travel (MM/DD/YY-MM/DD/YY) :**

*** Destination city (City, State) :**

*** Purpose of travel:**

*** Amount to be reimbursed: \$ XX.XX**

*** Will any other source reimburse you for these expenses (Yes or No)? :**

*** Name of individual being reimbursed for travel expenses:**

*** Signature**

*** Date** MM/DD/YYYY

X

Other Comments: