

MEREDITH COLLEGE

REQUEST FOR TRAVEL REIMBURSEMENT

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

Department: \_\_\_\_\_

Account Number: \_\_\_\_\_

Date	From/To	Miles	Lodging	Meals
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*\*\*\*\*

SUMMARY OF EXPENDITURES

Mileage (total miles per above \_\_\_\_\_ @ \_\_\_\_\_ /mile) \_\_\_\_\_

Meals (total per above) \_\_\_\_\_

Lodging (total per above) \_\_\_\_\_

Other expenditures (itemize and attach receipts) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENSES \_\_\_\_\_

Less: Advances Received \_\_\_\_\_

REIMBURSEMENT REQUESTED \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_