

**Yale University**  
**Department of Computer Science**  
**Request for Travel Reimbursement**

Name: \_\_\_\_\_  
Individual requesting reimbursement

Requester's email address: \_\_\_\_\_

***Important: Please read!***

*Payee: I certify that these expenses were actual and reasonable and incurred for official business of Yale University and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other resource in the future. Should any portion of this reimbursement be found non-compliant with Yale University policy, I will reimburse the University within thirty (30) days of being notified.*

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_  
Traveler or Individual Requesting Reimbursement

Charge to: \_\_\_\_\_

P.I. Signature \_\_\_\_\_ Date: \_\_\_\_\_

**HOW DO EXPENSES RELATE TO AND BENEFIT THE AWARD BEING CHARGED?:**

**Travel Reimbursement**

Date(s) of Travel: \_\_\_\_\_

Destination/Institution Visited: \_\_\_\_\_

Business Purpose Explanation: \_\_\_\_\_

**Details on Travel Expenses Incurred** (attach original receipts):

Conference & Registration Fees \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Train/Rail \$ \_\_\_\_\_

Meals (actual receipts OR per diem – please note any meals included w/conferences for per diem) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

**Ground Transportation**

Taxi \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Shuttle \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Car Rental \$ \_\_\_\_\_ Gas for rental car \$ \_\_\_\_\_

Personal Car Mileage (from/to locations) \$ \_\_\_\_\_

Other Travel Expenses (itemize): \$ \_\_\_\_\_