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: _________________________________________________________________

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): $_____________________________________________