

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): \$ _____