

Travel Reimbursement – Biology Grad Students

Grad Student: _____ Destination: _____

Dates: From ____/____/____ to ____/____/____ Purpose: _____

1st Acct. Number: _____ 2nd Acct. Number: _____

Airfare:

Airline/Agency*	Seating Class	Method of Payment	Amount
			\$

Rental Car:

Car Rental Agency	Size of Car*	Insurance?	Method of Payment	Amount
				\$

*Note: An explanation is required for Luxury or Full-sized cars: _____

Motorpool OR Personal Vehicle Charges: (circle one)

Motorpool Charges: _____	Personal Vehicle: _____ miles x _____ ¢ per mile =	\$
--------------------------	--	----

Other Transportation Costs: (such as shuttle, taxi, parking, etc.)

Explanation		Amount
		\$

Meals: Per Diem or Non Per Diem (Can ONLY claim if paid from advisor's account)

Receipts attached	Method of Payment	Amount
Per Diem: \$ _____ /day X number of days _____		\$
Meals to Subtract:		

Lodging:

Name of Hotel(s)	# of Days	Method of Payment	Total Amount
			\$

Additional Charges: (conference registration fees, etc.)

Expense	Method of Payment	Amount
		\$
		\$

Grand Total	\$
Less Above Amounts Charged Directly to BYU Account Number	\$
Less Above Amounts Charged to Advisor Travel Card	\$
Balance Due Claimant OR Amount to be deposited at Cashier's Office	\$

Address to send reimbursement check:

Grad Student Signature _____ Date: ____/____/____

Faculty Advisor Signature _____ Date: ____/____/____

Graduate Secretary _____ Date: ____/____/____

Graduate Coordinator _____ Date: ____/____/____

****Attach all receipts needed for reimbursement.**