TRAVEL REIMBURSEMENT FORM
MAPSS CAMPUS DAYS

A. PAYEE INFORMATION

Payee Name: 

Phone ( ) - Email Address: 

Mailing Address: 

City: State: Zip or Foreign Country 

B. TRAVEL INFORMATION

Travel Date (s): - Destination: 

Business Purpose: 

C. EXPENSE DETAILS

Please Note: Travel Reimbursement is up to $200.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare/Train</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxi/Bus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car Rental (Insurance is non-reimbursable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car - Personal (Mileage)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>

List total reimbursement amount here: $________________________

I certify that the amounts given heron represent actual business related travel expenses and are in accordance with the current University of Chicago travel policy and procedures. If a copy of a receipt has been provided instead of an original, further certify that a I have not and will not be reimbursed for these expenses from any other source.

Signature of Traveler___________________________________________ Date_____________________________
UNIVERSITY RECEIPT REQUIREMENTS

Travel reimbursements are defined as payments to individuals for reimbursement of expenses incurred while traveling on University related business. University travel is defined as business conducted greater than 50 miles from the University’s campus. Travel for all non-employees should be reported through the ePayment system.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Receipt Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>• Airfare</td>
<td>Original passenger paid receipt if expense is $75 or more. When purchasing airline e-tickets (electronic ticket), traveler’s should request a passenger itinerary and receipt at check in.</td>
</tr>
<tr>
<td>• Train</td>
<td></td>
</tr>
<tr>
<td>• Taxi</td>
<td></td>
</tr>
<tr>
<td>• Bus</td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td>Paid receipt if expense is $75 or more. Note: DO NOT purchase collision damage waiver (CDW) or liability insurance coverage in the US or Canada, but DO purchase insurance coverage in a foreign country.</td>
</tr>
<tr>
<td>Car - Personal (Mileage)</td>
<td>The mileage reimbursement rate for travel on/after January 1, 2019 is 58 cents per mile. Must present documentation showing dates, number of miles traveled, starting point and destination (ie, google maps or map quest print-out).</td>
</tr>
<tr>
<td>Parking</td>
<td>Paid receipt if expense is $75 or more.</td>
</tr>
</tbody>
</table>

Please return your form and receipt to Tekeisha Yelton-Hunter at 5736 S. Woodlawn Room 204.