

INSTRUCTIONS FOR TRAVEL EXPENSE REIMBURSEMENT FORM:

Each traveler will submit an itemized spreadsheet of expenses, along with original receipts, to Engineering Advising (103 Shaffer Hall).
The forms must be submitted in hard copy with original receipts AND electronically to dls@jhu.edu, lmoulton@jhu.edu, or jweise@jhu.edu.

Below is a sample form to help you fill out your Expense Reimbursement Form (on page 3).

Each expense must be itemized and categorized, and a description must be provided.

Contact Denise Shipley, dls@jhu.edu, Linda Moulton, lmoulton@jhu.edu, or Asst. Dean Janet Weise, jweise@jhu.edu, at with any questions.

STUDENT GROUP:

NAME OF TRAVELER:

AFFILIATION: (undergrad, grad student, faculty, staff, professional partner)

TRAVELER'S JHU PERSONNE see below

PROJECT/ACT (conference, South Africa implementation trip, Ecuador assessment trip, etc.)

TRIP DATES:

NAME OF TRIP LEADER:

Signature of traveler: verifying that all expenses are accurate

Signature of trip leader: verifying that all expenses are acceptable for reimbursement

Signature of treasurer: verifying that all expenses are acceptable for reimbursement

DATE	LOCATION	CATEGORY	DESCRIPTION	PAYMENT	FOREIGN CURRENCY	US DOLLARS	RECEIPT?
listed in chronological order of purchase		examples: transportation	examples: airplane tickets taxi train tolls parking car rental gas for rental car gas for personal car driver fees exit fees	cash or credit card	List the expense in this column if you paid in a foreign currency. Be sure to specify the type of currency. (i.e. South African Rand)	List the expense in this column if you actually paid in US dollars. Transactions should only appear in one of these currency columns.	number your receipts and submit them in order or write "no" if no receipt You MUST provide a receipt for all expenses 75 USD and greater.
		food	breakfast lunch dinner snack				
		lodging	hotels (need itemized receipt if possible) - include name of hotel & number of nights in description hostels				
		supplies	project supplies				
		miscellaneous	phone calls passport fees anything else				
				TOTAL:	\$0.00	\$0.00	

PERSONNEL #

If you work on-campus, you have a personnel number.

If you don't have one, you must provide the following information along with this form:

* birth date

* social security number

* nationality

* mailing address

PAYMENT

If you have Direct Deposit, the reimbursement will be deposited into your account.

If you do not have Direct Deposit, the check will either be mailed to your address on file, or you pick it up wherever you get your payroll checks.

You should receive your payment within one month of submitting your receipts to the Engineering Advising Office.

SAMPLE EXPENSE REIMBURSEMENT FORM:

STUDENT GROUP: EWB
NAME OF TRAVELER: Steph Schreckinger
AFFILIATION: staff
TRAVELER'S JHU PERSONNEL #:
PROJECT/ACTIVITY: Ecuador Assessment Trip
TRIP DATES: 1/13/07 - 1/20/07
NAME OF TRIP LEADER: Linda Wan
signatures:

DATE	LOCATION	CATEGORY	DESCRIPTION	PAYMENT	FOREIGN CURRENCY	US DOLLARS	RECEIPT
Sat, Nov 24		transportation	plane ticket	credit card		\$659.00	1
Sat, Jan 13	Quito	transportation	taxi from airport to hostel	cash		\$10.00	no
	Quito	food	dinner at El Arabe	cash		\$16.80	2
	Quito	lodging	Hostel stay at L'Auberge	cash		\$17.00	3
Sun, Jan 14	Quito	food	breakfast	cash		\$2.40	no
	Quito-Cayambe	transportation	toll	cash		\$1.10	4
				TOTAL:	\$0.00	\$706.30	

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STUDENT GROUP:

NAME OF TRAVELER:

AFFILIATION:

TRAVELER'S JHU PERSONNEL #:

PROJECT/ACTIVITY:

TRIP DATES:

NAME OF TRIP LEADER:

Signature of traveler:

Signature of trip leader:

Signature of treasurer:

DATE	LOCATION	CATEGORY	DESCRIPTION	PAYMENT	FOREIGN CURRENCY	US DOLLARS	RECEIPT?
TOTAL:							

(list totals for each currency separately)

Additional information if you do not have a personnel #:

- * birth date
- * social security number
- * nationality
- * mailing address
- * mailing address