

# Travel Expense Request Form

# CAS

## Issue Check To:

Name	
Street Address	
Street Address Line 2	
City, State	
Zip or Foreign Country	

## Workshop Event Details:

Workshop:
Event Date:

## Travel Details and Expenditures

<b>Departure Date:</b>	<b>Return Date:</b>
Private Car Mileage: @54 cents/mile = \$	Parking/Tolls:
Rental Car:	Gasoline (Rental Only):
Air/Train:	Baggage:
Taxis:	Hotel:
Meals:	Misc:
<b>Total:</b>	

Comments or cost share arrangements:

A completed Travel Reimbursement Request includes:

- This Travel form
- Paid receipts to substantiate requested expenses
- Private car mileage requires documentation of number of miles traveled, starting point and destination; a printout from Mapquest or Google Maps is sufficient. Eligible mileage expense must be comparable to coach air fare or less.
- Conversion of foreign currency if applicable