

**Gaylord College of Journalism & Mass Communication
Travel Reimbursement Check Sheet**

Attach original receipts to this form. Incomplete forms will be returned.

Name: _____

Number of round trips to/from the airport (circle one) 1 2 Vehicle Tag # _____

Public Transportation purchased by you: \$ _____

Mileage if personal vehicle driven: _____

Airfare purchased personally (not by College) _____ (limited to Univ comparison fare)

University Vendor Comparison Airfare: \$ _____

MUST HAVE FOR OUT OF STATE TRAVEL EVEN IF YOU PURCHASE YOUR OWN TRANSPORTATION

Business Purpose of Travel _____

Dates of conference: _____

****Your conference or meeting agenda is required for reimbursement****

Dates of travel: _____

If you stayed in multiple cities, complete section on page 2

Time you left Norman: _____ AM ___ PM

Time you returned to Norman: _____ AM ___ PM

Lodging: \$ _____

Include the original lodging receipt. This must be an **itemized** receipt and must have a **zero balance** or your receipt showing payment must be attached. Also, attach documentation from the conference showing that the hotel where you stayed is the designated conference hotel or if you stayed at another hotel that the cost was lower than the conference hotel or that the designated hotel was full and this was an alternate hotel. If this information is not provided, you will only be reimbursed up to the federal max lodging rate. (Note: The conference brochure typically includes all this information.)

Food: (check one) Per Diem [] OR Actual Cost (if less) [] \$ _____

If travel funds are from a faculty enrichment grant or annual travel allowance, please provide **ORIGINAL** receipts for reimbursement in lieu of per diem.

Registration Fees: \$ _____ Number of meals provided: _____

If meals are included at the conference, your per diem is reduced by ¼ of the daily per diem rate per meal included whether or not you attend the meal.

Telephone Calls: \$ _____

Only work related calls are reimbursable, please state the purpose: _____

Miscellaneous Items:

Taxi \$ _____

Shuttle \$ _____

Rental Car (see below) \$ _____

Parking \$ _____

Toll Roads \$ _____

Other, please itemize:

_____ \$ _____

_____ \$ _____

Rental car rates can't be reimbursed for more than the equal cost of taking a taxi for business reasons. Typical business reasons include to & from the airport & hotel or to & from hotel & business meetings. You must attach a list of business meeting locations, dates & times to the check sheet. For taxi fare rate comparisons: <http://www.taxime.ca/mobile.php>

Multiple cities (dates/times of travel):

<u>Destination City/State</u>	<u>Time Left For</u>	<u>Time Arrived At</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____