

Travel Reimbursement Form

Location, Dates and Name of the Event: _____

Name: _____

Social Security Number: _____

Home Address: _____

Email Address: _____

This FORM must be signed
and statement below
acknowledged in order to
receive reimbursements

For travel reimbursements please submit the following ORIGINAL documentation:

| Reimbursement | Description | Documentation | Input TOTALS Here |
|-----------------------------|--|---|-------------------|
| Lodging | Lodging for room fees/taxes only (room service/incidentals not allowable) | ORIGINAL receipt required. | \$ |
| Airfare | Tickets for commercial air travel should be purchased by the traveler. Travel by "Air Coach" must be utilized. Itinerary receipt required, not boarding pass. Flight insurance is at travelers expense and cannot be reimbursed. | ORIGINAL Itinerary receipt required. | \$ |
| Airline Baggage Fees | Traveler may be reimbursed for baggage fees charged by the airline. | ORIGINAL receipt Required. | \$ |
| Taxi | Traveler may be reimbursed for actual fare for a maximum of two round trips. | ORIGINAL receipt required. | \$ |
| Meals | Traveler may be reimbursed for actual cost of meals. In order to remain within our NSF approved budget we have set a maximum of \$40.00 per day. Reimbursement for alcohol is not allowed. Maximum tip allowed is 20%. | Original itemized receipts required. | \$ |
| Tips | Traveler may be reimbursed for reasonable baggage handling tips at the airport terminals and place of lodging. | NONE required. | \$ |
| Total Requested | | | \$ |

By signing this form you are certifying you are not and will not be receiving reimbursement from any other source for the receipts listed above.

***SIGNATURE of Traveler**

Please mail reimbursement form and receipts to:

University of North Carolina at Chapel Hill/RENCI

Attention: Margie Wesley

100 Europa Drive, Suite 540

CB#7583

Chapel Hill, NC 27517

****All requests for travel reimbursements must be received by UNC-CH within 30 days of the traveler's return date.**