

Hotel folio and all other receipts* should represent the traveler's expenses only.

Attach (or scan) original receipts.

Attach complete itinerary if flying; share to/from locations for road/rail trips.

For questions regarding reimbursement, please contact Matt Stutzman at uss-compsci@uiowa.edu.See UI Purchasing Travel: uiowa.edu/ap-purchasing/travel, for policies, meal/hotel rates, car rental, charges not allowed, etc.

DEPARTMENT OF COMPUTER SCIENCE

Pay to (traveler's name): _____ Email: _____

Destination City, State, Country: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____ Time of Return: _____

Was outside funding provided? Yes (e.g. conference or GSS travel grant) No

If yes, please provide details: _____

UI funding source(s): _____

Department funding limit (if any): \$ _____

Agenda available at (or include with receipts): _____

For extenuating circumstances, include note with receipts in submission email (e.g. shared costs**, travel delays).

Hotel *Foreign travel: use local currency amounts or USD amounts from credit card statement. Use 2nd page for add'l hotel expenses*

Dates	Description – hotel name	Base Rate	Daily Taxes	# of Nights	Currency

Was hotel the official conference site? ☐ Yes ☐ No**Transportation**

If multiple hotels used; answer here:

Use 2nd page for add'l transportation

Date	Description – e.g. mileage, airfare (give airline name), bus, car rental, taxi/shuttle, train, tolls, travel agency fee. Indicate if Fleet Services vehicle was used - no expense needed.	Expense	Currency

Miscellaneous*Use 2nd page for add'l misc. expenses*

Date	Description – e.g. registration, parking, gas, internet, baggage	Expense	Currency

Meals - You may be able to claim per diem. Otherwise, enter the actual amount you spent on each meal, which may not exceed the maximum allowed for that meal based on travel destination. If meal was provided at event/conference, please indicate by checking the box under specific meal.*Use 2nd page for add'l meal expenses*

Date	Breakfast	Lunch	Dinner	Currency(ies)

*Provide itemized receipt(s) and/or redacted credit card statement that includes the last 4 digits of the credit card used.

** e.g. claiming expenses for another UI employee/student

Please save and submit this form/attachments to Matt Stutzman (uss-compsci@uiowa.edu - Check for paper docs).