

POST-TRAVEL Reimbursement Request Form for Dept of Microbial Infection & Immunity

1. Submit this form and receipts within 30 days of trip completion.
2. Original, itemized receipts are required for all expenses, except personal meals. Receipts must be itemized and indicate payment received. This may require two receipts for one transaction.
3. Proof of ownership of payment source used on receipts must also be submitted. This can be a copy of a credit card in your name with only the last 4 digits visible (numbers must match receipt); or a copy of the card statement showing the transaction(s), your name, and the last four digits of the account number.
4. Personal meals will be reimbursed at the federal per diem rate.
5. University business meals (if applicable) must be pre-approved, and receipts for these meals must be accompanied by a detailed business purpose, a list of all attendees, and their relationship to the business discussion.

Name: _____ Today's Date: _____

Travel # _____ Destination City/Cities: _____

Actual Depart Date and Time _____ Actual Return Date and Time _____

ACTUAL EXPENSES – check each category where an expense occurred

TRANSPORTATION:

AIRFARE For OSU pre-paid airfare, attach the confirmed flight itinerary you received prior to trip \$ _____

RENTAL CAR \$ _____

PERSONAL AUTO \$ _____

OTHER (taxi, subway, etc.) \$ _____

MEALS \$ _____

Meals are reimbursed using the federal per diem rates. Provide a list of meals to be **excluded** in this calculation (e.g. excluded when a meal was provided at a conference, served on a plane, included in a hotel rate, etc.).

LODGING \$ _____

REGISTRATION FEES \$ _____

Were registration fees prepaid by OSU? NO YES

OTHER EXPENSES

(specify) _____ \$ _____

(specify) _____ \$ _____

(specify) _____ \$ _____

Additional Information: _____

Submit form and all supporting documents to Courtney White (courtney.white@osumc.edu, 707A BRT)

- HELPFUL LINKS:** OSU Travel website & policies: <https://busfin.osu.edu/buy-schedule-travel/travel>
 Federal per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 Federal mileage rate: <http://www.gsa.gov/portal/content/100715>