POST-TRAVEL Information Form for Dept of Microbial Infection & Immunity

1. Submit form and receipts within 30 days of trip completion to Jacob Decot.
2. Original receipts are required for all expenses, except personal meals.
3. Receipts must be itemized and indicate payment received. This may require two receipts for one event.
4. 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: ___________________

Signature: ___________________________

Travel #: ___________________ Destination City/Cities: ___________________________

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ACTUAL EXPENSES – check each category where an expense occurred

TRANSPORTATION

☐ AIRFARE $_____________ Was airfare prepaid by CMIB? □ NO □ YES

☐ RENTAL CAR $_____________

☐ PERSONAL AUTO - Google Maps (www.maps.google.com) will be used for round trip mileage information.

☐ OTHER (taxi, subway, etc.) $_____________

☐ MEALS - Meals will be reimbursed using the federal per diem rates.

Provide a list of meals to be excluded in this calculation (e.g. meal was provided at a conference, served on a plane, included in a hotel rate, etc).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

☐ LODGING $_____________

☐ REGISTRATION FEES $_____________ Was registration prepaid by CMIB? □ NO □ YES

OTHER EXPENSES

☐ (specify) $_____________

☐ (specify) $_____________

☐ (specify) $_____________

*Submit to Jacob Decot, MI&I Office Associate

HELPFUL LINKS:
OSU travel policies: https://osutravel.osu.edu/policy
Federal per diem rates: http://www.gsa.gov/portal/content/104877
Current federal mileage rate: http://www.gsa.gov/portal/category/104715

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