

Academic Outreach TRAVEL EXPENSE FORM

Return to: Academic Outreach
201 Vermilion Development Building
901 West University Avenue
Urbana, IL 61801 Campus MC 260

Date: _____

Name _____ Phone: Business _____ Home _____
 E-mail Address _____ Course Name & Number _____
 Street _____ Position _____
 City _____ Purpose of trip _____
 State _____ Zip Code _____ UIN - University Identification/Banner Vendor number (if UI Employee) _____
 Campus Address _____ Mail Code _____

(Attach receipts for all hotels, convention registration, official conference lodging documentation [required as of July 1, 2004], as well as miscellaneous items above \$10.00.)

DATE	DEPARTED FROM / ARRIVED AT	TIME (DEPARTED / ARRIVED)	MODE OF TRAVEL	AUTO TRAVEL 50.5¢ per mile		LODGING EXPENSES	MEALS or PER DIEM	MISC. EXPENSES	
				MILES	AMT			ITEM	AMT
Sub-Totals									

After your travel expense record is processed, you will receive a voucher that must be SIGNED BY YOU.
 Please indicate if you would like to:
 pick it up here at Academic Outreach
 send the voucher to your Campus Address
 send the voucher to your Home Address

After you sign the voucher, you may send it to *University Payables*, 616 East Green Street, MC-345.
If approved, reimbursement will be issued within 2 weeks of receipt of voucher to the employee's bank account established with the OBFS, University Payroll Services.
Employees not set up for direct deposit will received reimbursement through Paycheck Plus debit card (if applicable) or via a paper check to the address indicated on the voucher.