

ETSC Request for Travel Reimbursement

Name _____

Event Attended _____

Student ID _____ IUPUI Email _____

Departure Date _____ Time
_____ am/pm Return Date _____ Time
_____ am/pm

Was personal time involved? Yes No

If yes, provide dates of personal time _____

Number of meals included in registration or provided by other source

(Provide documentation stating other source)

_____ Breakfast _____ Lunch _____ Dinner

Expenses- enter amount and attach original receipts

Registration _____ Air _____

Lodging (1) _____ Rental Car _____

Parking _____ Taxi or UBER _____

Tolls _____ Fuel _____

Baggage Fees _____ Other (2) _____

(1) Who did you room with? _____

(2) Describe the Other Expenses _____

Notes: _____

Traveler's Signature: _____ Date _____

Graduate

Undergrad