

RTA: _____

REQUEST FOR TRAVEL REIMBURSEMENT

NAME: _____ EID: _____

DATE(S) OF TRAVEL: _____ DESTINATION: _____

DEPARTURE TIME: _____ ARRIVAL TIME: _____

TRANSPORTATION	AMOUNT
____ AIRFARE	\$ _____
____ CENTRALLY BILLED	
____ RECEIPT ATTACHED	
____ PERSONAL CAR \$.535 X (MILES) _____ =	\$ _____
____ RENTAL CAR	\$ _____
HOTEL	\$ _____
MEALS \$51.00 X (NUMBER OF DAYS) _____ =	\$ _____
TAXI	\$ _____
PARKING	\$ _____
REGISTRATION FEE	\$ _____
OTHER	\$ _____
TOTAL	\$ _____

ACCOUNT TO BE CHARGED: _____

IF YOU NEED YOUR CHECK BY A SPECIFIC DATE, PLEASE SPECIFY THE DATE AND THE REASON:

ADDITIONAL NOTES: _____

NOTE: The University is exempt from paying state sales tax (Texas), so you cannot be reimbursed for any state sales tax on hotel rooms or purchased goods (meal tax and hotel room are reimbursable).