

# Travel Reimbursement Check List

\*\*\*ATTACH AGENDA(S)/WEBSITE ADDRESS AND ORIGINAL RECEIPTS TO CHECK LIST\*\*\*

Travelers Name: \_\_\_\_\_

Business Purpose

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account to Charge: \_\_\_\_\_

\_\_\_\_\_

Destination: \_\_\_\_\_

\_\_\_\_\_

Depart: \_\_\_\_\_

*Date*

*City*

*State*

\_\_\_\_\_

Return: \_\_\_\_\_

*Date*

*City*

*State*

\_\_\_\_\_

Mode of Travel:  Airfare  Fleet  Personal  Rental  Other

## Personal Vehicle

Mileage, to/from: \_\_\_\_\_

Lodging:  Hotel  Family/Colleague \_\_\_\_\_

*City*

*State*

Meals, check one:  Per Diem (overnight) or  Hosted - Include attendees, business purpose, itemized receipt, paid receipt

Meals included in registration  
(list dates and meals)

\_\_\_\_\_

\_\_\_\_\_

## Expenses Prepaid

by Cornell

(not reimbursable)

ie: paid on pcard

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advance Taken:  Yes  No \$Amount \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that these charges are accurate and that I am not claiming reimbursement from any other source.

Traveler's Signature \_\_\_\_\_