



Name: _____

Destination: _____

Purpose: _____

Travel Date(s): _____ - _____

(As you incur expenses, record them in the spaces below.)

<i>Meals</i>			
Date	Breakfast \$	Lunch \$	Dinner \$
TOTAL			\$
<i>Other Expenses & Incidental Out of Pocket Expenses (Taxis, gas, parking, tolls, baggage handling, etc.)</i>			
Date	Item	\$ Amount	
	AIR/TRAIN		
	RENTAL CAR		
	LODGING		
TOTAL			\$

List total reimbursement amount here: \$ _____

For foreign travel: Exchange rate used: _____

I certify that the amounts listed above are my true travel expenses, that they have not and will not be reimbursed by another entity, and are in accordance with current University of Chicago Travel Policy and Procedures.

Traveler's Signature

Date: _____ TEV # _____

University Receipt Requirements	
<ul style="list-style-type: none"> ☛ Refer to Financial Policy 1202 for complete list of allowable expenses. ☛ Travelers should consult with the unit funding their travel to see if the unit has requirements that are more restrictive than University policy. 	
<i>Expense</i>	<i>Receipt Requirements</i>
Transportation Airfare Train Limo/Taxi	Original passenger receipt if expense is \$75 or more. When purchasing airline e-tickets (electronic ticket) traveler's should request a Passenger Itinerary and Receipt at check in.
Car Rental	Paid receipt if expense is \$75 or more. Note: DO NOT purchase collision damage waiver (CDW) or liability insurance coverage in the US or Canada, but DO purchase insurance coverage in a foreign country.
Lodging	Itemized paid receipt required <u>regardless of dollar amount</u> . Personal expenses, such as in-room movies, health club fees, are not reimbursable.
Meals	Original charge card receipt (no check stubs) if meal is \$75 or more.
Business Meal These are meals during which specific University business discussions take place	Original charge card receipt (no check stubs) <u>regardless of dollar amount</u> . Be sure to indicate who was present, specific business purpose, and date.
Incidental Out of Pocket Expenses	Original receipt required for any item \$75 or more.

IMPORTANT: Call the Risk Management Department as soon as possible to report all University business related accidents. If a rented vehicle is damaged, refer the rental agency to:
Risk Management Department
1225 E. 60th St.
Chicago, IL 60637
Phone: 773-702-1951 or 773-702-3693 Fax: 773-702-6593