Travel Expense Reimbursement Form

# UNIVERSITY OF KANSAS

This form, with the proper documentation, should be submitted to the appropriate departmental contact at the KU Shared Service Center. The form can be submitted by either drop box or emailed. When using Research funds for travel expenses, please complete and submit the [KUCR Travel expense report form](https://research.ku.edu/kucr-travel-forms-policy). **To avoid being taxed, submit *personal reimbursement requests no later than* 60 days *after returning from* travel*. P-Card receipts must be submitted no later than 5 business days upon your return so they can be processed and paid to the bank***.

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| **Employee Information** | |
| Employee Name: | Department: |

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| **Travel Information** | |
| Destination City/State: | Destination Country: |
| Departure Date: | Departure Time: |
| Return Date: | Return Time |
| Personal Travel? Yes/No: | If Yes, what dates: |

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| **Expense Information** | | | | | |
| **Expense Category** | **Vendor Name** | **P-Card or Personal** | **Date(s)** | **Total Amount** | **Receipt: Electronic or Attached** |
| Airfare |  |  |  |  |  |
| Hotel/Lodging |  |  |  |  |  |
| Car Rental |  |  |  |  |  |
| Rental Car Fuel |  |  |  |  |  |
| Registration |  |  |  |  |  |
| Taxi/Fare |  |  |  |  |  |
| Tolls and Parking |  |  |  |  |  |
| Number of Miles | **N/A** | **N/A** |  |  | **N/A** |
| Breakfast Per Diems | **N/A** | Personal |  | **N/A** | **N/A** |
| Lunch Per Diems | **N/A** | Personal |  | **N/A** | **N/A** |
| Dinner Per Diems | **N/A** | Personal |  | **N/A** | **N/A** |
| Other |  |  |  |  |  |
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| **Additional Notes:** |
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