



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](#). **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.***

Employee Information	
Employee Name:	Department:

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

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

Additional Notes: