

(Please attach a separate sheet if necessary.)

Expense Summary:

Airfare paid by CTA? YES NO If YES, attach copy of CTA paperwork, including amount \$ _____

Airfare paid by traveler? YES NO If YES, attach copy of itinerary and payment made

Airfare \$ _____ Registration Fee \$ _____
(do not include if by CTA)

Ground Transportation:

Check Appropriate Box Train Limo Taxi Bus Amount \$ _____

Auto Rental \$ _____ Parking \$ _____ Ferry \$ _____

Mileage _____ miles @ \$0.535 (Subject to change) per mile = \$ _____
Mileage to/from SeaTac Airport is limited to 40 miles per round trip or \$21.40; provide a print-out of your mileage from Mapquest for all trips.

Hotel Name _____ Hotel Amount \$ _____

You must attach conference registration and/or agenda.

Meal Per Diem Calculations

Do you want to claim meal per diem? NO YES If YES, for which days / meals?

you must attach airfare itinerary

Miscellaneous Expenses:

Baggage fees Internet Telephone Banquet meal Gas for rented car Visa/Passport fees
Immunizations Other misc. expenses (please explain)

Total miscellaneous \$ _____

GRAND TOTAL TO BE REIMBURSED: \$ _____ (plus per diem, if any)

Will you be submitting additional receipts? Yes No

If yes, we will hold this reimbursement request until we receive the additional receipts.

I certify or declare that the charges listed herein are for legitimate University of Washington business.

Signature _____ *(person to be reimbursed)*