

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:

Vehicle Travel (check if appropriate) Train Limo Taxi Bus Amount \$ _____

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

Mileage _____ miles @ \$0.535 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

Will individual receive an honorarium, or professional service payment? Yes No

If yes, attach itemized receipts.

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)*

Submit form to: JSIS Accounts Payable, Thomson Hall 4th floor Mailroom
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