

Travel Reimbursement Form



Developmental Research School
at the University of Florida

For Completed Travel

Please submit this form and all receipts and documents to Dawn Szymanski
dszymanski@pky.ufl.edu 352.392.1554 x288

Name _____

Travel Destination _____

Departure Date _____ Time _____

Return Date _____ Time _____

Others Who Traveled With You _____

Expenses Shared _____

Reimbursement Requested for:

Allowed for: **Breakfast** - travel begins before 6am and extends beyond 8am, **Lunch** - travel begins before noon and extends beyond 2pm, **Dinner** - travel begins before 6pm and extends beyond 8pm or travel occurs during nighttime hours during special assignment.

Please list dates of meals requested

Breakfast _____

Lunch _____

Dinner _____

Receipts for the Following

**Hotel _____

Tolls _____

Car Rental _____

Registration _____

Parking _____

Taxi _____

Airfare _____

Gas _____

If you shared a hotel room, please be sure to have a receipt printed in your name showing the amount you paid. **Travel will not reimburse you if in the receipt is not in your name.

____ Registration form attached ____ Agenda or brochure attached

Please remember to submit receipts for pre-paid items.

www.fa.ufl.edu/directives-and-procedures/travel/#lodging