

# 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](mailto:dszymanski@pky.ufl.edu) 352.294.9092

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](http://www.fa.ufl.edu/directives-and-procedures/travel/#lodging)