

TRAVEL REIMBURSEMENT FORM

In order to expedite your reimbursement for travel we need this form filled out completely and returned with all **original** receipts. Please return to: **Crystal Melvin, Georgia Institute of Technology, 315 Ferst Drive, NW, Atlanta, GA 30332-0363.**

Name _____

Home Address _____

_____ Phone # (____) _____

Email Address _____

Purpose of Trip: _____

Dates of Travel _____

Total number of reimbursable miles (@ .54/mile) _____ \$ _____

Hotel/Lodging Location _____ \$ _____

Rental Car Company _____ \$ _____

Air fare (receipt must include travel itinerary) _____ \$ _____

Taxi/shuttle, etc. _____ \$ _____

Meals _____ \$ _____

Miscellaneous (please describe) _____ \$ _____

Total of this reimbursement _____ \$ _____

The above is a true statement of travel expenses incurred by me on official business on the dates shown and I have attached original receipts for each expense.

Traveler's signature: _____

Date: _____