

ULSTER COUNTY COMMUNITY COLLEGE TRAVEL REIMBURSEMENT FORM

(This form is for Travel Reimbursement **ONLY**)

Upon return from trip:

1. Complete this form, after traveling, to be reimbursed for all other miscellaneous - out of pocket - expenses. (Example: parking, taxi's, tolls).
2. Attach all receipts. No payments will be made without receipts.
3. Meal expenses will be reimbursed (tax and tips included) up to the maximum allowed according to the terms of the appropriate bargaining unit contract. Mileage will be reimbursed at the IRS rate in effect at the time of travel.
4. **Any items not prepaid can be submitted on this form with a receipt** (If you have charged or paid your own registration, airfare, hotel, etc. The receipt must be attached for payment on this form.

ITEM	DESCRIPTION	NUMBER	ACTUAL COST
Meals: (not included in conference)	Breakfast	@ \$ 7.00	\$
	Lunch	@ \$ 13.0	\$
	Dinner	@ \$ 20.00	\$
Transportation:			
	Airfare		\$
	Private Car	@ .555	\$
	Public (taxi, bus)		\$
	Tolls		\$
	Parking		\$
	Other (specify)		\$
Hotel			\$
Registration Fee			\$
Miscellaneous			\$
Total			\$

Requestor's Signature Date

Trip Name and Date

Area Dean or Administrator's Signature

Budget Code

Total \$ _____

Requisition Number