

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

EVENT LOCATION:

FUNDING SOURCE (KFS):

DEPARTURE (Date/Time):

RETURN (Date/Time):

REQUIRED DOCUMENTATION

The following documentation is required for all travel reimbursements.

- COPY OF PRE-TRIP TRAVEL WEBFORM (if applicable)**
Pre-trip travel WebForm is required before you travel when: Requesting a Travel Advance, Requesting a Bradley Parking Permit, or Traveling Internationally
- COPY OF AWARD/FUNDING LETTER (if applicable)**
The email or letter of award that confirms funding for your travel. Research Foundation Award (Faculty) or Graduate School Award (Students).
- COPY OF EVENT SCHEDULE/POSTER/PROGRAM**
*Proof of the event and your participation. This can be an original program or a copy from the conference website. Travelers must use one method of reimbursement for the entire trip; both receipted meals and per diem cannot be claimed. If receipted meals are being claimed the original receipts must include proof of payment and an itemized receipt detailing the charges. To claim per diem meals a copy of the agenda (meeting schedule) or conference registration receipt must be included with the travel reimbursement request.
****If the price of the conference hotel is over the allowed GSA rate, please provide documentation from the conference to verify your choice for lodging was the conference hotel.*****
- ALL ORIGINAL RECEIPTS.**
*Receipts **MUST** be original, itemized, and show **PROOF OF PAYMENT**. e.g. A "zeroed-out" balance, shows charge to credit card on receipt.*
- AIRFARE ONLY: BOARDING PASSES & RECEIPT**
*If traveled by air, must include **original boarding passes** AND email receipt **showing charge to credit card**.*
- MILEAGE ONLY: GOOGLE DIRECTIONS**
If personal car was used, a print-out of Google Directions to reimburse mileage.
- PRICE COMPARISONS**
Sanditz is the University's sole preferred vendor and online booking tool. Multiple items can be purchased through Sanditz. If the below items were not purchased through Sanditz, you must provide a comparison with your receipts to show that Sanditz was more expensive.
 - o Airfare
 - o Rental Cars (SUVs are out of policy & require a comparison or additional approval)

REMINDERS:

- Per diem cannot be claimed for single day travel
- You cannot submit receipted meals and also claim per diem
- Alcohol will not be reimbursed. It will be removed from receipted meals and the tax and tip will be adjusted accordingly

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

- COPY OF EXCHANGE RATE FROM XE.COM**
*This will be used to calculate your reimbursement for any receipts in foreign currency.
Directory: <http://www.travel.uconn.edu/> → Tools → Currency Converter → XE Travel Expense Calculator
(<http://www.xe.com/travel-expenses-calculator/>)*