



**STUDENT CLINIC, PRACTICUM AND INSTRUCTIONAL TRAVEL  
AUTHORIZATION & EXPENSE REIMBURSEMENT**

DATE: \_\_\_\_\_

NAME OF TRAVELER

*Please describe and attach information related to conference/meeting, including dates, location, hotel, meals provided, etc. Specify mode of travel, i.e. air, personal vehicle, rental vehicle, shuttle. If you are attending a conference or similar event please attach a copy of the conference brochure or provide the conference website URL.*

Description:

Date	Expense	Estimated Amount	Actual Amount
			Departed Time:
			Return Time:
<b>Total</b>		<b>\$0.00</b>	

If using personal vehicle, please include Auto License #: \_\_\_\_\_

**Routing:** Submit this request to the Assoc Dean for approval. Once approved the original will be returned to you & a copy will be on file in the Business Office. Once travel is finished, complete the Actual Amount column, attach any necessary receipts, and submit to the Business Office for reimbursement with in one week of your return.

**Deadlines:** Travel expense voucher **must be** turned in to the Accounts Payable Office within sixty (60) days of completed travel. There are **NO** exceptions. A/P will deny the reimbursement & we can not appeal. It is helpful to get your reimbursement request to the business office as soon as possible so that this 60 day deadline can be met.

Attach **original itemized** receipts for all amounts for which the traveler seeks to be reimbursed. These include lodging, taxi, airfare, rental car, fuel, toll road, parking (shuttle lot rate), etc. UW will reimburse up to \$15 without receipts. For example, C-470 toll road no longer has receipts, so you can be reimbursed that amount without the receipt. Anything over \$15 must have an itemized receipt to be reimbursed.

Meals will be reimbursed using the standard \$10 per meal rate. There is no need to keep meal receipts (for reimbursement). Meals are reimbursed based on the days you are traveling on official business, the time of day you depart and arrive back in Laramie, and to the extent meals were not provided during your travels. For day trips you must submit itemized meal receipts in order to be reimbursed.

Mileage is reimbursed at a standard \$0.30/mile rate. The university uses the "MapQuest" mileage for reimbursement. A normal trip to DIA is 300 miles round-trip.

The deans can, at their discretion, impose reimbursement limits regardless of expenditures incurred.

I Hereby Authorize the Above Travel

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Associate Dean/Dean Date