

Resident Travel Reimbursement Processing Form

(UT Policy states that travel expenses should be turned in no later than 30 days after completion of travel)

Name: _____ Trip Number: _____

Program: _____ Pager Number: _____

Email: _____ Page You or Mail Coordinator Signature Page

Coordinator Signature: _____

This form along with all necessary original receipts must be returned to Lisa Shinall in the GME Office for reimbursement. Once the expense report is prepared, you will be contacted to sign the form and it will be sent to Accounting for processing. Once Accounting approves, the payment will be direct deposited into your bank account on file. **It generally takes 5 to 10 business days for your reimbursement to be direct deposited after you sign the reimbursement form.**

Hotel Reimbursement: \$ _____

You must attach a hotel receipt that shows a zero balance. If you stayed at the Conference Hotel you will be reimbursed up to the conference rate plus taxes, but you **must attach the brochure** that lists the hotel and rate. If you did not stay at the conference hotel you will be reimbursed for up to the federal per diem plus taxes for that city.

Airfare: \$ _____

You must attach a copy of your receipt that includes you itinerary, the cost of the ticket with a zero balance, and the designation or code for coach fare. Original receipt is required for baggage fee.

Rental Car: \$ _____

You must attach a paid rental car receipt. The University will not reimburse for insurance or other extra charges. If you rented a car from Memphis you must have a rejection letter from UT Motorpool. You must also attach original gas receipts for reimbursement.

Mileage: # Miles _____

If you drove your personal car to a conference you will be reimbursed the current per mile rate.

Taxi or Toll: \$ _____

Taxis or tolls that are under \$50 do not require a receipt. Any amount \$50 or over must have a receipt attached. You must state where you went, i.e. airport to hotel.

Food:

You do not need to attach receipts for food. The University pays a per diem based on the city you are traveling to.

Other: \$ _____

Attach receipts and an explanation for any other expenses that need to be reimbursed.

Notes:

- Purchasing a hotel/airfare or other combination package from companies like Expedia require the completion of an additional form and will delay your reimbursement by a week or more. UT will not pay for travel insurance or other fees some websites charge.
- Splitting charges with other residents, i.e. two residents paying ½ the hotel bill will significantly delay reimbursement. One resident needs to pay the expense and be reimbursed. The person whose name is on the bill will be the one to be reimbursed.