

# REQUEST FOR TRAVEL REIMBURSEMENT

MSU College of Nursing

TRAVELER'S NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

GID # (REQUIRED) \_\_\_\_\_ If Non-MSU Employee SS # Required \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE OF TRAVEL (If for teaching/clinical, include course #(s): \_\_\_\_\_

## FOR PER DIEM COMPUTATION:

Date Leave Origin \_\_\_\_\_ Time Leave Origin \_\_\_\_\_ (Circle One) A.M. P.M.

Date Arrive Origin \_\_\_\_\_ Time Arrive Origin \_\_\_\_\_ (Circle One) A.M. P.M.

## DO YOU WANT TO BE REIMBURSED FOR (Please Check Or Specify):

\_\_\_\_ ALL MEALS? If NOT, Please Specify Dates & Breakfast, Lunch or Dinner to be reimbursed.\*

NOTE: Do NOT claim reimbursement for meals provided or included with registration fee or other attendance fee.

\* (Specify Meals & Dates To Be Reimbursed) \_\_\_\_\_

## MILEAGE:

Traveled in your personal vehicle \_\_\_\_\_ Was a State car available? YES \_\_\_\_\_ NO \_\_\_\_\_

Bozeman Campus Only -- As of 9-11-02 the Traveler must contact the MSU Motor Pool for a State car. If a State car is available, and the Traveler chooses to use a personal vehicle, a different per mile reimbursement rate will apply.

If you are NOT requesting reimbursement of mileage, were you a passenger \_\_\_\_\_ or did you use a state car \_\_\_\_\_ or did you rent a car \_\_\_\_\_?

FOR ITEMS BELOW, ATTACH RECEIPTS--NOT CREDIT CARD RECEIPTS (UNLESS OUT OF COUNTRY AND U.S. DOLLAR CONVERSION AMOUNTS NEEDED AS LISTED ON CREDIT CARD RECEIPT)

Registration \_\_\_\_\_ Airfare \_\_\_\_\_ Taxi, Limo, Etc. \_\_\_\_\_ Parking \_\_\_\_\_

Other \_\_\_\_\_ (SPECIFY): \_\_\_\_\_

Lodging: To Be Reimbursed To You--Receipt Attached \_\_\_\_\_ Unreceipted Lodging \_\_\_\_\_

Paid With Purchasing Card (Attach Lodging and Payment Receipt) \_\_\_\_\_\*\*

Directly Billed to CON By Motel/Hotel \_\_\_\_\_\*\*

No Reimbursement for Lodging Requested \_\_\_\_\_

\*\*REMINDER - College Of Nursing CanNOT Pay For Meals, Videos, Etc. Charged To Your Room; If Your Room Charges Are Billed Directly To The College of Nursing OR If You Pay With A State Purchasing Card, YOU MUST PAY The Food/Video/Etc. Charges When You Check Out Of The Motel/Hotel.

Bozeman Campus - PLEASE RETURN THIS FORM AND RECEIPTS TO LINDA NIX IN THE MSU COLLEGE OF NURSING ACCOUNTING OFFICE

Billings, Great Falls and Missoula Campuses – PLEASE RETURN THIS FORM AND RECEIPTS TO THE INDIVIDUAL ON YOUR CAMPUS IN CHARGE OF TRAVEL.

THANK YOU!

REVISED 11-7-2007