**Travel Reimbursement Information Sheet**

Please complete the following information and return this document, along with all original, itemized receipts from your trip, to allow for faster processing of your reimbursement. Thanks!

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you leave from home or work (circle one)? Home Work

Did you return to home or work (circle one)? Home Work

When did you LEAVE for the trip? Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you RETURN from the trip? Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which meals were provided to you, please include ALL dates you were on travel status:

|  |  |  |
| --- | --- | --- |
| Date |  | Meals (circle those meals that were provided to you) |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |
|  |  | Breakfast Lunch Dinner |