

Checklist of Receipts for Travel Reimbursement

Within 7 days of completing your travel, submit this form and all receipts to Libby Furr, furrke@email.sc.edu , or Barbara Reager, breager@mailbox.sc.edu , for reimbursement.

Expenses to Be Reimbursed

Receipts are required for all expenses except mileage and meals. Receipt must include date, amount, and proof of payment.

Traveler's Name

VIP ID:

Expenses	✓	Amount
Airfare: Original paid airfare receipt to include name of traveler, dates, flights, class of service, ticket number, amount, and proof of payment.		\$
Lodging: Receipt must include room rate, taxes, fees, dates, name of traveler, amount, and proof of payment.		\$
Registration: Receipt to include name of traveler, amount, and proof of payment.		\$
Ground Transportation (Uber, taxi, etc.): Date, amount, and proof of payment.		\$
Hotel Parking:		\$
Airport Parking:		\$
Baggage fees:		\$
Trip Insurance:		\$
Mileage: Enter number of total miles roundtrip.		#
Meals: To be calculated from departure/arrival times. Home base is defined as the location of your department (921 Assembly Street) or your home address. <div style="text-align: right;"> Date & Time Leaving Home Base: Date & Time Arriving at Home Base: </div>		

NOTES:

Describe any changes from your original travel plans on your TA (e.g., dates, locations, airfare changes, hotel, etc.):