

College of Health Sciences

Travel Reimbursement Form (overnight)

Name Destination

Purpose of trip

Departure Date Return Date
 Departure Time Return Time

Expenses

Amount Seeking Reimbursement for:

Hotel	Paid by procard	Paid by personal funds
Registration	Paid by procard	Paid by personal funds
Airfare	Paid by procard	Paid by personal funds
Rental Car	Paid by procard	Paid by personal funds

PARKING, TOLLS, TRANSPORTATION, PERSONAL CAR MILEAGE and OTHER REIMBURSABLE EXPENSES. Please provide a date, vendor, and purpose of the expense:

- 1
- 2
- 3
- 4
- 5
- 6

Per Diem

Please check the boxes for the meals you are seeking per diem for. If meals were provided by the conference please do not check mark that meal. For all registration paid for by the University you must provide the conference agenda with your reimbursement receipts.

Date

Breakfast	Lunch	Dinner
Breakfast	Lunch	Dinner
Breakfast	Lunch	Dinner
Breakfast	Lunch	Dinner
Breakfast	Lunch	Dinner
Breakfast	Lunch	Dinner

Prior to traveling, you should have completed and submitted an approved travel authorization form with funding listed and approved signatures (employee, supervisor, and fiscally responsible person) complete business purpose, and physical addresses of locations.

Travel forms should be submitted to the shared Business Office email and your Business Analyst email as well. CHS-Business-Orders@uky.edu.

Ensure your Concur profile is setup with all of the CHS Financial Analyst as your expense delegates. The directions for the setup are on the CHS website.

When you return from a trip, you need the following items to submit for reimbursement....

- Conference agenda or Itinerary (for non-conference travel) with names and dates of meetings
- Itemized hotel folio

Itemized receipts necessary for expenses paid with personal funds (examples below)

- Conference registration fees
- Personal mileage (physical addresses of all locations is required)
- Airport parking fees
- Baggage fees
- Hotel parking fees
- Uber/Lyft/taxi/bus/subway receipts
- Rental car receipts/contract
- Toll receipts
- Gas receipts

Do not submit the form until all items are compiled and the form is ready. All receipts should be submitted in one email. If you have any issues during your trip, please send notes describing the issues with the receipts.

Forms can be found on the CHS Office of Finance and Administration Staff website

<https://www.uky.edu/chs/resources/forms>