

CSE Travel/Reimbursement Cover Sheet

Updated 9/30/15 - KRM

Reference# _____

Submitted to SSC

PART I

***This report is for expenses related to:**

Travel Reimbursement

Hosting (include a list of attendees and affiliations in notes or attached with receipts)

*Note: Meals consisting of ONLY UM faculty/students may not be taken at a restaurant

Meeting held in Beyster Building? Y N

Alcohol served? Y N

***I am:**

Faculty Staff GSRA/GSI

Student with a fellowship

Post-Doc/Research Fellow

Temp/Hourly Employee Visitor/Other

*Name: _____

Uniqname: _____

***Business Purpose** (Why is UM paying for this expense? i.e. Attend and present at XX conference):

Departure Date: _____ Return Date: _____ *Note: If personal travel is included, please explain in notes

Purchase/Hosting Date: _____

Destination: _____

Conference Name: _____

*Project name/shortcode: _____

Alcohol shortcode: _____

*Faculty initials (required for student expenses): _____ *Date: _____

PART II (Please see receipts for amounts)

Cash Advance

Rackham Tvl Grant

Conference Tvl Grant

Airfare

Ground Transportation

Mileage: To/From DTW

Lodging

Rental Car

Mileage: Other (personal vehicle mileage)

Parking:

Other expenses:

Date: _____ Description: _____ Cost: _____

Date: _____ Description: _____ Cost: _____

Date: _____ Description: _____ Cost: _____

Per Diem (choose one option):

Standard (all meals)

Dinner Only

None

Specific days/meals (please write date and circle meals you are claiming):

Date: _____ B L D Date: _____ B L D Date: _____ B L D

Date: _____ B L D Date: _____ B L D Date: _____ B L D

Date: _____ B L D Date: _____ B L D Date: _____ B L D

Notes (use back for extra space as needed):