

# CSE Travel/Reimbursement Cover Sheet

Updated 4/18/2017 - DC

Reference# \_\_\_\_\_

Submitted to SSC

Rec'd \_\_\_\_\_

## 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)

**\*I am:**

- Faculty**     **Staff**             **GSRA/GSI**
- Student with a fellowship**
- Post-Doc/Research Fellow**
- Temp/Hourly Employee**     **Visitor/Other**

\*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

**\*Name:** \_\_\_\_\_ **Uniqname:** \_\_\_\_\_

**\*For questions, contact:** \_\_\_\_\_

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

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

**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_ **Purchase/Hosting Date:** \_\_\_\_\_

\*Note: If personal travel is included, please explain in notes

**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)

**Other Expenses:**                               Parking:

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):