

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)

***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:** _____

***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):