INMAS REIMBURSEMENT REQUEST FOR UI EMPLOYEES

Complete this form and return to the Mathematics Department Business Office

NAME: Firstname Lastname

EMAIL ADDRESS: netID@illinois.edu

|  |
| --- |
| NON-TRAVEL REIMBURSEMENT |

EXPENSE DETAIL

For meals, we must know the **names** and **affiliations** (their university) of everyone being covered.

Meal receipts must be itemized – showing the items ordered.

Meal receipts should also show the tip (do not tip more than 20%).

All receipts must include proof of payment (last 4 digits of credit card number).

No alcohol.

**Names/affiliations**

ACCOUNT TO CHARGE: NSF - Inmas grant

|  |
| --- |
| TRAVEL REIMBURSEMENT |

Departure, if not from Champaign-Urbana (City, State or City, country) :

Destination (City, state or Country) :

Reason for Travel: (eg: attend conference; research and give details)

Travel Expense details:

Would you like AUTO MILEAGE? YES NO

Did you receive a Travel Advance? YES NO

Did MATH purchase the AIR TICKET? YES NO

Would you like PER DIEM? YES NO

DATE TRIP BEGAN: Time:

DATE TRIP ENDED: Time:

For International travel: Date and Time for each relocation within your trip is needed, especially if you are crossing Countries. This is needed for per diem calculations. Please include all travel itineraries.

ACCOUNT to CHARGE: