|  |
| --- |
| **Current Student Travel Reimbursement Request** |
| Traveler Name: |  |  |  |
| Address: | «Email» |  |  |
|  | MBA Program, Box 353223 |  | C:\Users\thossain\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DGLPBS37\MC900432537[1].png UW Non-UW |  | Req # |  |
| Budget # | 06-9404 | Budget Name: | MBA Career Management. |
| Prepared by: |  | Date: |  | Phone: | 206-616-3516 | Dept/Program | MBA Program |
| Trip Purpose: |  |
| **TRIP INFORMATION** |  | Date & Time |  |
|  | From (City/State/country) |  |  | Departure: | «Travel\_Departure\_Date\_Time» |  |
| To (City/State/country) |  |  | Return: | «Travel\_Return\_Date\_Time» |  |
| **Travel Expenses\*** |  |
|  | Airfare | $ | «Travel\_Expenditure»\* |  |
| Communications | $ |  |  | If non-contract airline/airfare used (check one) Cheaper airfare No timely flights No seats at contract rate |  |
| Car Rental | $ |  |  |  |
| Mileage: # miles \_\_\_\_\_\_ \*.565 | $ |  |  |  |
| Registration Fees | $ |  |  |  |
| Transportation | $ |  |  | \* (NOTE: If individual expense < $75, no receipt required) |
| Other: | $ |  |  |
| Total Expenses | $ | \* |  **\* MBA Office reimburses only $300 for recruiting-related travel** |
| **Per Diem & Lodging** | (see web-site for contract rates) |  |
| If lodging exception: (check one) Conference Hotel Lower Cost Overall Suite Required/Recruiting/Meeting Special Event or Disaster ADA or Safety/Health |  | City/State | Date | Breakfast | Lunch | Dinner | Lodging |
|  |  |  | $ | N/A | $ | N/A | $ | N/A | $ | N/A |
|  |
| **TOTAL PER DIEM & LODGING EXPENSES:** |  | $ | N/A |  | **TOTAL REIMBURSEMENT** | $ |  |