|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | | $ | | |  | | |