Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Type of reimbursement/Travel Card** (check all that apply):

□ Lodging  
□ Parking

□ Airfare\*

□ Conference Reg. Fee   
□ Rental car  
□ Mileage\*  
  
□ Food  
□ Alcohol\*

□ Other (specify):   
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**Airfare*: coach only, first class not allowed; *Mileage*: attach a Google map; *Alcohol*: must be on a separate receipt

**2) Are you missing any receipts?** Y or N If yes, you may include credit card charges as proof of payment

**3) Business purpose** (as applicable, include conference name, names of attendees and affiliations, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**4) Additional information for TRAVEL-related expenses** (e.g. conferences, workshops, summer research, etc.):

Dates of Travel: Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Airport: Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To where did you travel: City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Country (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of travel: □ Professional Development □ Presented research □ Field work □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you presented: Include following as back up documents: 1) program listing your name/title; 2) acceptance confirmation  
Title of presentation (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**ITEMIZED EXPENSES *(attach receipts and/or credit card statements showing proof of payment for each item)***



**Did you do the following?**

□ Tape receipts to separate piece of paper, one-sided only

□ If missing receipts, include credit card statements

□ Paper clip multiple back up documents; do not staple

***DISCLAIMER***: Reimbursements will be processed within 10-15 business days, with the exception of high volume periods (Summer/Fall). Reimbursement requests submitted after 60 days of incurred expense, INCLUDING E-IPER administrative processes, are subject to tax and will instead be processed as a taxable stipend. Amounts greater than $500 are automatically subject to Stanford audit, so processing may be extended. **Please plan accordingly!**